

BP 2250

## Administration

### Teacher-in-Charge/Principal's Designee

The School Board recognizes that the principal may be absent from the school site in the course of his/her professional duties or for other reasons. Therefore, the Board **provides for administrative substitutes, while also authorizes the authorizing a** position of teacher-in-charge/principal's designee in order to provide proper supervision and maintain the continuity of the instructional program and school operations.

In the absence of the principal, **administrative substitute or the a** teacher-in-charge/principal's designee shall administer the school in accordance with Board policy, administrative regulations and procedures, and the law. The delegation of school site duties shall not relieve the principal of the responsibility for actions by ~~the~~ **an administrative substitute or** teacher-in-charge/principal's designee.

The names of **administrative substitutes and** the teacher-in-charge/principal's designee shall be kept on file in the school office. A ~~second~~ **third** person may be designated to serve in this capacity when ~~both~~ the principal **is absent and neither a substitute nor the** and primary designee are absent **teacher-in-charge/principal's designee is available.**