

ADMINISTRATIVE LINE OF AUTHORITY		File: CC
Section: C General School Administration	Adopted: 12/12/02 Revised and Adopted: 01/22/04; 03/18/04; 03/02/06; 01/29/14	Last Revised: 10/18

In the event that the Executive Director is unavailable, a line of authority is established to ensure that there will be an administrator in charge of MECDHH/GBSD at all times. Unavailability can be due to other engagements away from the office.

A successive administrative coverage scheme is to be executed in this order:

1. The Director of Statewide Education and Family Services (SEFS) is designated as the administrator in charge of MECDHH/GBSD if the Executive Director is unavailable.
2. The Director of Operations and Human Resources is designated as the second-in-line administrator in charge of MECDHH/GBSD if the Executive Director and the Director of Statewide Education and Family Services are unavailable.
3. The Director of Mainstream and Deaf Education Programming (MDEP) is designated as the third-in-line administrator in charge if the Executive Director, Director of Statewide Education and Family Services and the Director of Operations and Human Resources are unavailable.

If a situation should arise for consultation with the board, these individuals are instructed to contact the School Board Chair.

Executive Director's Note: School Board policy, File:CC reflects the authority granted to the Executive Director by the school board to revise and reorganize lines of authority. Major changes and/or the elimination and creation of positions will be reviewed with the board and is subject to board approval.

Legal References: **20-A MRSA § 7408 (1)**

Adopted: December 12, 2002

Adopted as Amended: January 22, 2004

Adopted as Amended: March 18, 2004

Adopted as Amended: March 2, 2006

Edited for school name/administrator title: January 29, 2014

Edited to reorganize lines of authority; October, 2018