

MECDHH/GBSD Policy & Procedure

CC: ADMINISTRATIVE LINE OF AUTHORITY		File: CC
Section C: General School Administration	Adopted: 12/12/02	Last Revised: 10/19/23

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 Operations is designated as the first-in-line administrator in charge of MECDHH/GBSD if the Executive Director is unavailable.
2. The Director of Human Resources is designated as the second-in-line administrator in charge of MECDHH/GBSD if the Executive Director and Director of Operations are unavailable.
3. The Director of Statewide Education and Family Services is designated as third in line administrator in charge of MECDHH/GBSD if the Executive Director, Director of Operations, and the Director of 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.

Revised and

Adopted:

1/22/04

3/18/04

3/2/06

1/29/14

10/18