

Person-in-Charge

When an administrator must be absent from his or her jurisdictional area due to work responsibilities, illness, or other leave, the administrator shall designate a person to be in charge during his or her absence.

The administrator shall notify the office of the appropriate deputy superintendent or organizational head regarding the name of the person to be in charge during the absence.

The person-in-charge shall assume primary leadership in cases of accident, or emergency. He or she shall also assume other administrative responsibilities delegated by the administrator.