

ADMINISTRATIVE LEEWAY IN ABSENCE OF GOVERNING BOARD POLICY

The Superintendent or designee shall have the power to act, within the parameters of law, in cases where action must be taken and where the Board of Trustees has not provided guidelines for administrative action. If the action necessitates addition or revision of policies, the Superintendent or designee shall make the necessary recommendations to the Board.

It shall be the duty of the Superintendent or designee to keep the Board apprised of any action taken in emergency situations as soon as practicable after its occurrence.

The Superintendent is granted line administrative authority by the Board of Trustees. In turn, the authority of the Superintendent may be delegated in accordance with the District's organizational chart. When the Superintendent's schedule necessitates his/her being out of the office, he/she delegates line authority to the Deputy Superintendent, Business and Support Services. In the event he/she is unavailable, such authority is delegated to the Assistant Superintendent, Personnel Services. On occasion, additional senior cabinet positions may serve as the Superintendent's designee. Decisions made by a designated administrator acting on behalf of the Superintendent will be subject to review by the Superintendent at a later date.

Legal Reference:

EDUCATION CODE

35035 Powers and duties of superintendent

Policy
adopted: August 21, 1995
revised: September 15, 2000
revised: October 22, 2014

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California