

Superintendent Procedure 5650SP**Series:** 5000 – Personnel**Approved By:** Dr. Brent C. Jones, Superintendent

5650SP Superintendent Delegation of Authority and Line of Succession

Background

The Superintendent may be unavailable to sign official documents or take other official action. It will be necessary during those occasions for various official documents to be signed and for various orders and directions to be given on behalf of the Superintendent. In addition, there may be circumstances in which the position of Superintendent becomes vacant. It is therefore necessary and prudent to name the individuals authorized to act in event of the Superintendent's absence or during a vacancy in the position of Superintendent.

Delegation of Authority and Line of Succession

It is hereby ordered and directed that the following individuals, in descending line of succession and availability, are designated to act on behalf of the Superintendent in the event of an absence or vacancy. The powers and duties of Superintendent are hereby delegated to such individuals to be assumed and carried out during such absence or vacancy.

1. Chief Operations Officer (The Chief Operations Officer may also execute documents for the Superintendent at any time, whether the Superintendent is available or not.)
2. Chief of Staff

Policy Cross References:

Revisions:

- February 28, 2025
- September 25, 2023
- June 15, 2022
- May 10, 2021
- July 24, 2019
- July 10, 2018
- February 1, 2016

Adopted:

- June 6, 2012