

# ASPEN ACADEMY

*Adopted:*

*Revised: April 13, 2010*

## **310 EMERGENCY REPLACEMENT FOR THE DIRECTOR**

### **I. PURPOSE**

The purpose of this policy is to protect the board, students, parents, staff, and other members of Aspen Academy school community from the loss of a director due to temporary absences or longer-term absences from work due to emergency circumstances.

### **II. GENERAL STATEMENT OF POLICY**

- A. In order to plan ahead for temporary absences from work due to attendance at conferences or other training, performance of duties away from the school site, or short-term absences/emergency situations of five school days or less, the following steps shall be completed during each school year:
1. The director shall ensure that there are at least two other staff persons on site who would be able to serve as a designee, should the need arise.
  2. The director shall inform the two staff and ensure that each is sufficiently familiar with the duties of the executive director so as to be able to serve as a designee for temporary work absences.
  3. The director shall provide the names of the two individuals to the board chair in writing in August of every school year.
- B. Planning ahead for longer-term emergency absences from work shall require involvement of the school board in the identification of a designee or replacement for the director. The following steps shall be completed during each school year:
1. The school board chair shall collaborate with the director to identify one other individual who might be able to serve as a designee should the need arise. If possible, the individual shall be a current or former school administrator who might be able to serve a short-term assignment as a charter school director. The individual shall also be considered as potential replacement for absences that exceed five school days.
  2. The school board chair shall provide the individual's name to the school board in writing in August of every school year.

3. If the emergency need arises, the school board chair shall be authorized to enter into an employment agreement with a replacement for the director until such time as the director is able to resume full-time work on site.
4. If the director were to resign or be terminated by the school board, none of the above steps would replace nor limit the board's autonomy to implement those procedures already set in policy 303 that establish guidelines for the hiring of a director.