

**Administrative Line of Authority**

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 Statewide Educational Services is designated as the administrator in charge of GBSD if the Executive Director is unavailable.
2. The Coordinator of Student Support Services is designated as the second-in-line administrator in charge of GBSD if the Executive Director, the Director of SES, and the Principal are unavailable.
3. The Director of Business Operations follows as the third administrator in charge if the Executive Director and the other three administrators are unavailable.
4. The Director of Communications follows as the fourth administrator in charge if the Executive Director and the other three administrators 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.

Legal References: 20-A MRS § 7408 (1)

**Adopted: December 12, 2002**

**Adopted as Amended: January 22, 2004**

**Adopted as Amended: March 18, 2004**

**Adopted as Amended: March 2, 2006**

**Edited for school name and administrator title: January 2014**