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Fresno USD DIVISION OF HUMAN RESOURCES  
HR 2607.1  
SUBSTITUTE – ADMINISRATOR POSITION

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When it is necessary to obtain a substitute for an administrator position, accommodations will be made on a case by case basis.

In accordance with BP 2250, it is recognized that a principal may be absent from the school site in the course of his/her professional duties or for other reasons. Therefore, each school shall have a certificated employee who serves as the principal's designee in order to provide proper supervision and maintain the continuity of the instructional program and school operations.

- In the absence of the principal, the principal's designee shall administer the school in accordance with Board policy, administrative regulations and procedures, and the law.
- The delegation of school site duties shall not relieve the principal of the responsibility for actions by the principal's designee.
- The name of the principal's designee shall be kept on file in the school office. A second person may be designated to serve in this capacity when both the principal and primary designee are absent.

If a school has a single administrator, the District will provide a substitute for illness on the first day. However, for schools with a single administrator, a substitute will not be provided for Professional Development.

If a school has other administrators, i.e. Vice Principal, Guidance Learning Advisor, School counselor, etc., the District will provide a substitute for illness after the third day of absence for illness.

If an administrator will be out due to special circumstances for two weeks or longer, the Division Administrator will work with the Assistant Superintendent in Human Resources and the Chief Business Official to make accommodation on a case-by-case basis.

A substitute or interim for an administrative position can apply for the position they are filling in for, as long as they do not exceed a six *week period in that position*.

Administrator substitutes will receive pay in the amount set forth by the Board of Education. (See BP 4151). The Assistant Superintendent will be responsible for funding administrator substitutes.

Policy Fresno Unified School District  
DIVISION OF HUMAN RESOURCES  
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Fresno, California