

**MAINE SCHOOL ADMINISTRATIVE DISTRICT #53
Burnham – Detroit – Pittsfield**

Acting Superintendent

In order to provide for continuity in the administration and supervision of the District in the event of the Superintendent's death or incapacity to perform the duties of the superintendency, the MSAD #53 Board of Directors shall select a qualified individual to serve as Acting Superintendent until the Superintendent is able to resume his/her duties or until a vacancy can be declared and filled. The Board delegates to the Chair, or in the absence of the Chair to the Vice-Chair, the authority to:

- a. contact Maine School Management Association for an "interim list" of certified individuals who may be available for the position of Acting Superintendent;
- b. consult on an emergency basis with the Maine Commissioner of Education for the purpose of securing an acting superintendent; and/or
- c. recommend for the position of Acting Superintendent certified personnel who are currently employed by the District in other capacities.

For the purpose of this policy, "certified" is defined as holding a valid superintendent's certificate as provided by 20-A M.R.S.A. § 13019.

The Board shall convene a meeting to approve the selection of an acting superintendent as recommended by the Chair or from a list of candidates recommended by the Chair. A majority vote of all members of the Board (or Board members present) shall be required. The employment of the Interim Superintendent will be made formal by means of a written agreement.

Legal Reference: 20-A M.R.S.A. §§ 1001(3), 1051-1053

Policy Reference: Job Description-Superintendent of Schools

Adopted: November 8, 2000

Amended: April 5, 2010