

**VENTURA COUNTY OFFICE OF EDUCATION**

**SUPERINTENDENT POLICY NO. 4139**

**ADOPTED: 02/14/96**

**CLASSIFICATION: Personnel**

**REVISED:**

**SUBJECT: Administrative Designee**

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It is the general responsibility of the County Superintendent of Schools to superintend in schools of his or her county. This includes assuring that there is continuous supervision and administration of schools under his or her authority.

If the administrator assigned to supervise a program is absent from the work site when an emergency arises or when immediate action is required an administrative designee will be authorized to act on behalf of the administrator. Immediate action includes but is not limited to the suspension of a pupil from the school for any of the reasons enumerated in Sections 48915. and 48900.5 of the California Education Code.

The appointment of an administrative designee and alternate shall be done on an annual basis. Names shall be submitted to the superintendent no later than September 1, of each school year. The term for the designee shall be from September 1 to August 30. Candidates will be evaluated based on successful teaching experience, knowledge of educational law, and desire for administrative experience. The Superintendent will review the names submitted and will notify the administrator of his approval or rejection of the candidates.

Each designee will receive guidelines from their respective administrator on the scope of their responsibilities in the absence of the administrator. The position of Administrative Designee is an uncompensated leadership opportunity for interested staff.

If a site has a Lead Teacher this person shall be the Administrative Designee and only an alternate needs to be identified.

Legal References:

**EDUCATION CODE**

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| 1240  | General duties; reports  |
| 1293  | Power to contract with certificated employees                    |
| 48911 | Suspension by principal, principal's designee, or superintendent |