



Succession Plan - AR 4.2(1)

In order to ensure smooth district operations during absences of key leaders, the following regulation describes plans for succession when said leaders are absent or out of contact for extended periods.

Superintendent Succession

Board Policy 4.2 requires the Superintendent to develop a succession plan with measures for both short-term and long-term absences, as well as specific annual training objectives for each individual identified in the plan.

In the event the Superintendent is absent and/or unable to be contacted, the individuals in the following positions will assume the responsibilities of the superintendency until the Superintendent returns and/or is able to be contacted. Since these individuals may also be absent and/or unable to be contacted, they will assume these responsibilities in the order listed.

1. Executive Director of Schools
2. Executive Director of Information Services
3. Executive Director of Operations

This succession of responsibilities shall continue as long as the Superintendent is absent and/or unable to be contacted, or until the Board directs a different course of action (such as hiring an interim Superintendent during a long-term, health-related absence of the Superintendent). The individuals in the positions listed above shall endeavor to attend all Board meetings to be apprised of current events and district operations, and the Superintendent shall provide appropriate training to said persons as they express a need for such training.

Succession of Other District Leaders

As for the Superintendent, the following district leaders shall be succeeded as follows. Where multiple people hold the indicated role, the succession will be in order of seniority. (Note: The staff involved in any such plan may or may not be part of the same school/department as the applicable district leader.)

Director of Community and Government Relations

1. Communications Specialist
2. Executive Director of Schools

Executive Director of Curriculum and Instruction

1. Executive Director of Schools



City Schools of Decatur Administrative Regulation

2. Executive Director of Equity and Student Support
3. Special Education Director

Executive Director of Finance

1. Executive Director of Staff Support
2. Accountant
3. Payroll Specialist

Executive Director of Information Services

1. Executive Director of Operations
2. Network Support Technician
3. Systems Support Technician

Executive Director of Operations

1. Executive Director of Information Services
2. Director of Facilities and Maintenance
3. Director of Transportation
4. Director of Nutrition

Executive Director of Equity and Student Support

1. Executive Director of Schools
2. Special Education Director
3. Director of Student Success Center
4. Equity Coordinator

Executive Director of Schools

1. Executive Director of Equity and Student Support
2. Executive Director of Curriculum and Instruction
3. Director of Community and Government Relations

Executive Director of Staff Support

1. Executive Director of Finance
2. Executive Director of Schools
3. Department Staff

Research and Analytics Director

1. Executive Director of Curriculum and Instruction
2. Executive Director of Schools

Special Education Director

1. Special Education Coordinator



City Schools of Decatur Administrative Regulation

2. Executive Director of Curriculum and Instruction
3. Executive Director of Equity and Student Supports

Executive Assistant for the Office of the Superintendent

1. Administrative Assistant for Student Support
2. Administrative Assistant for Curriculum & Instruction
3. Administrative Assistant for Staff Support
4. Administrative Assistant for Operations and Information Services

DHS Principal

1. DHS Assistant Principals
2. CTAE Director
3. DHS Instructional Coaches

RMS Principal

1. RMS Assistant Principals
2. RMS Instructional Coach

F.AVE Principal

1. F.AVE Assistant Principal
2. F.AVE Instructional Coach

Talley Street Principal

1. Talley Street Assistant Principal
2. Talley Street Instructional Coach

Clairemont Principal

1. Lower Elementary Assistant Principal
2. Clairemont Instructional Coach

Glennwood Principal

1. Lower Elementary Assistant Principal
2. Glennwood Instructional Coach

Oakhurst Principal

1. Lower Elementary Assistant Principal
2. Oakhurst Instructional Coach

Westchester Principal

1. Lower Elementary Assistant Principal
2. Westchester Instructional Coach



City Schools of Decatur Administrative Regulation

Winnona Park Principal

1. Lower Elementary Assistant Principal
2. Winnona Park Instructional Coach

Early Childhood Director

1. ECLC Instructional Coach
2. Lower Elementary Assistant Principal

Questions about this regulation should be directed to the Superintendent.

Related Board Policy: 4.2

Public Review and Feedback: 11/14/18 - 12/14/18

Updated: 1/14/19, 6/6/19

Approved by Cabinet: 12/17/18, 1/22/19