



EDMONDS SCHOOL DISTRICT NO. 15
Human Resources Division

September 2007	ACTING ADMINISTRATORS	III-B
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1. Acting administrative appointments may be made under the following conditions:
 - A. To replace an administrator on leave or temporary reassignment;
 - B. To fill a vacant administrative position when it is not practical to recruit (for example, when a vacancy occurs after close of the school year or when an unanticipated vacancy occurs during the year);
 - C. To fill a vacancy in a school which is scheduled for closure or a department/division scheduled for elimination;
 - D. To fill a newly-established, but temporary position (grant, time-limited project, etc.);
 - E. To fill a vacancy when the position is scheduled to be eliminated due to reorganization or significant change in the position.
2. Acting administrators must meet the requirements for the position, will perform in general the same duties and have the same general responsibilities as regular administrators, and will be compensated according to the appropriate administrative salary schedule.
3. No seniority will accrue to the acting administrator with respect to RIF, however, if the acting administrator is appointed on a permanent basis, he/she will be granted seniority from the beginning of the acting appointment.
4. Acting administrative positions may be filled by appointment or through a competitive process, at the discretion of the Superintendent. Acting administrators appointed through a competitive process may be permanently appointed after serving at least one year in the position. Such permanent appointment will be at the discretion of the Superintendent and will be made with consideration of performance over the year(s) of service as an acting administrator. An acting administrator must be formally evaluated prior to any decision concerning permanent appointment.
5. When it is deemed that a competitive process will be conducted to fill an acting vacancy, the process will be conducted by the Human Resources Division and may be open to District employees only or to outside candidates, as well.
6. An acting appointment in no way guarantees that the individual with that appointment will be appointed on a permanent basis. Further, an acting appointment in no way guarantees the continuation of that appointment even if the position continues (e.g., a school is scheduled to close in two years so an acting principal is appointed. That appointment may be terminated and another acting principal appointed at the end of the initial appointee's contract). Such a change may be made at the discretion of the Superintendent.

7. The continuation of an acting administrative appointment shall be re-evaluated at the end of each contract year, but in no event shall such an appointment continue for more than three years. At that time the acting administrator shall either be terminated from the position or be appointed on a permanent basis. Acting administrators appointed from outside the district have no right to any position within the district at the end of their acting appointments.
8. None of the above shall be construed to mandate the filling of a vacant position, either on an acting or on a regular basis.