

A. Purpose

When a principal is out of the building for a short-term absence, they will designate an individual to serve in the role of acting principal for the duration of the absence. When an assistant principal is not available to serve as the principal's designee, the principal will identify a certificated staff member to serve in this role.

B. Background

Each principal shall designate a staff member to serve as the principal designee in the absence of the principal.

C. Definitions

"Short-term Absence" is defined as an absence of less than ten (10) days.

D. Procedures

1. Each principal shall designate a staff member to serve as the principal designee when the principal is out of the building.
2. The principal shall choose another administrator if one is assigned to the school. If more than one assistant principal is assigned to the school, the principal should specifically designate one assistant principal for each day they are out.
3. The principal will send the name of the designee to the appropriate instructional director for approval prior to each absence. The principal may create and submit a designee calendar and rotate responsibilities between assistant principals and/or teacher leaders.
4. When the principal designee is a teacher, they are eligible for additional pay as defined by the negotiated agreement with the Frederick County Teachers Association (FCTA).

E. Related Information

1. **Board Policy**
 - a. [Policy 400, System Delegation of Duties](#)
2. **FCPS Resources**
 - a. [FCTA Negotiated Agreement](#)

F. Regulation History (Maintained by Legal Services)

<i>Responsible Office</i>	Human Resources System Accountability and School Administration
Adoption Dates	01/22/79
Review Dates	06/30/04
Revision Dates	10/05/23