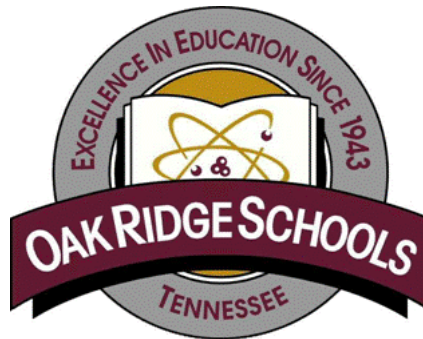


Oak Ridge Schools

Office of the Superintendent



Administrative Procedure 5.106

Applications and Employment:

Succession Plan

March 2, 2023

SUCCESSION PLAN FOR OAK RIDGE SCHOOLS KEY LEADERSHIP POSITIONS

It is the practice of Oak Ridge Schools to have highly effective leaders in key leadership positions at all times. This policy addresses both short-term and long-term authority and succession planning to that end. The policy prepares Oak Ridge Schools for an immediate change in leadership – either planned or unplanned – to ensure the stability and accountability of the school district. The policy also addresses succession planning for leaders other than the Superintendent.

SHORT-TERM and LONG-TERM ABSENCE OF A KEY LEADERSHIP POSITION

In the short-term or long-term absence of a key leader, an interim successor will be considered to act on his or her behalf until the leader is able to return.

1. The Oak Ridge Schools Executive Committee will first determine how long the key leadership position will be vacant and whether an interim successor will be necessary to support uninterrupted operations.
2. If the decision is made to name an interim successor, the Oak Ridge Schools Succession Chart will be referenced to determine the individual who will be assigned to act on behalf of the absent leader.
3. The interim successor will be notified and provided a timeline of the temporary assignment.
4. Areas of needed support will be determined and provided to the interim successor.

UNPLANNED DEPARTURE OF AN EMPLOYEE IN A KEY LEADERSHIP POSITION

1. The Superintendent and Executive Directors will name an interim successor to assume the duties of the vacant leadership position using the Oak Ridge Schools Succession Chart.
2. The vacant position will be posted.
3. The standard Oak Ridge Schools hiring process will be followed unless an exception is approved by the Superintendent.
4. The interim successor will act on behalf of the departed leader until a permanent replacement is named.

PLANNED DEPARTURE OF AN EMPLOYEE IN A KEY LEADERSHIP POSITION

1. The Superintendent and Executive Directors will name an interim successor to assume the duties of the vacant leadership position using the Oak Ridge Schools Succession Chart.
2. Opportunities will be scheduled allowing the interim successor to work with the departing leader prior to his or her departure, whenever possible.
3. The vacant position will be posted.
4. The standard Oak Ridge Schools hiring process will be followed unless an exception is approved by the Superintendent.
5. The interim successor will act on behalf of the departed leader until a permanent replacement is named.

ASSESSMENT OF KEY LEADERS

The Oak Ridge Schools Executive Committee will continually assess performance of current and emerging leaders. This will ensure effectiveness in the assignment of an interim successor who is a qualified and capable leader and who will embrace and promote the vision, mission, values, goals, and objectives of Oak Ridge Schools.

OAK RIDGE SCHOOLS SUCCESSION PLANNING CHART

The Superintendent and Executive Directors will maintain a Succession Chart that will be updated on a bi-annual basis.

1. The Oak Ridge Schools will maintain a current Succession Chart.
2. The Succession Chart will be updated a minimum of each semester to assure that the Succession Chart reflects current staff.
3. The Succession Chart will be updated if an employee change mandates the Succession Chart be updated.
4. An updated Succession Chart will be maintained in the Oak Ridge Schools Superintendent's Office.