

FREDERICK COUNTY PUBLIC SCHOOLS	Reg. No. 300-4
Subject: PRINCIPAL DESIGNEE	Date of Issue: 1/22/79
Preparing Office: Office of the Superintendent	Amended: 6/30/04

- I. Policy 400.2
- II. Procedures
 - A. Each principal shall designate a staff member to serve as the principal designee in the absence of the principal.
 - B. The principal shall choose another administrator if one is assigned to the school.
 - C. The principal shall choose a second person to serve as the principal designee in the absence of the first designee.
 - D. The recommendations shall be sent to the appropriate instructional director for approval prior to September 15 each school year. The person designated shall serve for the remainder of the school year.
 - E. When the principal designee is a teacher, he/she may be eligible for additional pay as defined by the negotiated agreement with FCTA.

Approved:

Original signed by

Jack D. Dale
Superintendent