

# **School Administrator Absence and Coverage Standard Operating Procedure (SOP)**



## **Purpose**

To ensure consistent communication, effective building leadership, and seamless operations when a school administrator is absent.

## **Guiding Principles**

Administrator coverage is intended to provide continuity of leadership, maintain safe and effective school operations, and support staff and students while minimizing disruption during administrator absences. Clear communication, thoughtful preparation, and strong collaboration among supervisors, level leaders, substitute administrators, and school staff are essential to ensuring successful coverage.

## **Administrator Absence Process**

### **Step 1: Notify Supervisor**

When an administrator knows they will be absent, they will:  
Notify their direct supervisor as soon as possible.  
Provide the date(s) of the absence and reason (when appropriate).

### **Step 2: Determine Coverage**

The direct supervisor will consult with the appropriate **Level Leader** to determine whether administrator coverage is needed.  
Coverage decisions will be based on district priorities, building needs, and substitute administrator availability.  
The level leader will let HR know about the absence.

### **Step 3: Secure Coverage**

The Level Leader will:  
Contact an available substitute administrator.  
Confirm coverage.  
Enter the assignment on the district coverage calendar once the substitute administrator accepts.

### **Step 4: Substitute Administrator Availability**

Substitute administrators are responsible for:  
Keeping their availability calendar current.  
Entering all dates they are unavailable due to vacations, appointments, or other commitments.  
Completing time sheets according to the payroll calendar and emailing timesheets to Stephanie Bent (TLC) and Miriam Maldonado (HR)

### Coverage Prioritization

Administrator coverage will be assigned using the following priority levels.

| Priority                                  | Coverage Level                                                                 | Description                                                                                                                                   |
|-------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Level 4<br/>(Highest<br/>Priority)</b> | <b>Long-Term<br/>Administrator<br/>Coverage</b>                                | Extended admin absences requiring ongoing leadership support (e.g., medical leave, family leave, extended vacancies).                         |
| <b>Level 3</b>                            | <b>Single<br/>Administrator<br/>Buildings/New<br/>Administrative<br/>Teams</b> | Principal absences in single-principal schools or schools with new administrative teams where additional leadership support is essential.     |
| <b>Level 2</b>                            | <b>Planned or<br/>Short-Term<br/>Administrator<br/>Absences</b>                | Admins absences due to vacations, illness, conferences, professional learning, or personal leave of more than 2 days.                         |
| <b>Level 1<br/>(Lowest<br/>Priority)</b>  | <b>Support Days</b>                                                            | Additional administrative support requested while another administrator remains in the building. Coverage is provided as availability allows. |

### Principal Coverage

The priority levels above apply primarily to **principal coverage**. When substitute administrator resources are limited, coverage decisions will be made using these priorities in consultation with the appropriate Level Leader.

### Assistant Principal Coverage

In most cases, **assistant principal absences will be managed internally by the school**. Principals are encouraged to develop leadership capacity by assigning appropriate responsibilities to qualified staff members, such as:

- Teacher leaders
- Instructional coaches
- Staff members pursuing an administrative license
- Other experienced school leaders

Internal coverage should be planned in a way that maintains school operations while providing meaningful leadership development opportunities.

If an assistant principal is expected to be absent for an extended period or the principal determines that internal coverage is insufficient, the principal should consult with the appropriate Level Leader to discuss options for additional district support or substitute administrator coverage.

**Administrator Absence Coverage Checklist**- this is for all administrators to prepare for their absence.

**Administrator Sub Resources:**

**Administrator Coverage Daily Checklist**- this is for the administrator covering. The goal is to be visible throughout the day.

**Administrator Coverage Daily Notes**: template to communicate about the day.

**Communication Log**: Template to use for calls/meetings that need follow up.

**Administrator Sub Calendar**- This is where we will track availability and reserve days.