



Ka'Umeke Kā'eo
Hawaiian Immersion Public Charter School
I N K E A U K A H A

**ADMINISTRATOR-IN-CHARGE
POLICY**

Adopted by LSB: 01/22/2013
Effective: 01/22/2013
Category: Operational

Purpose

It is important that Ka 'Umeke Kā'eo (K'UK) always have one person on campus who is designated to serve as the Administrator-In-Charge. This person has the responsibility of handling any emergency situations that may arise. The Po'okumu normally plays this role, but s/he must be off-campus frequently. In most cases, any challenges that arise can be handled by the Po'okumu upon his/her return, but sometimes immediate action is required. This necessitates a clear articulation of who is to take on the Administrator-In-Charge role when the Po'okumu is away. This policy seeks to establish the system by which the Administrator-In-Charge is identified and provide some general guidelines as to their role.

Procedures

- A. The Po'okumu shall play the role of Administrator-In-Charge whenever s/he is on-campus.
- B. When the Po'okumu is not on-campus, the Administrator-In-Charge shall be determined by the following list, starting with the person identified in the #1 position and moving down the list until a person that is on-campus is identified.
 1. Po'okumu
 2. Hope Po'okumu
 3. Business Manager
 4. The highest ranking kumu representative on the Local School Board. The highest ranking kumu representative shall be the person serving in the highest position (chair, vice-chair, treasurer, secretary) of the Local School Board Executive Committee. If neither kumu representative is on the Executive Committee, then the kumu representative with the most years of service shall be the highest ranking.
 5. The second ranking kumu representative on the Local School Board.
 6. Kaika'i Kula
 7. Teacher with the most years of service at K'UK
- C. When the Po'o Kumu is off-campus, important decisions that arise shall be evaluated by the Administrator-In-Charge to determine if they can wait for the Po'o Kumu's return. If the decision cannot wait, because the welfare of students or the school will be affected, then the Administrator-In-Charge shall make the decision.
- D. As directed in the Leadership Team Policy, the Administrator-In-Charge shall actively consult with members of the Leadership Team.
- E. As directed in the SPED Leader-In-Charge Policy, the Administrator-In-Charge shall actively consult with the SPED Leader on all matters that deal with SPED issues and/or students.