

Policy Outline

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I. Policy Value Statement

The appointment of personnel to certificated administrator and supervisor positions is essential to the effective operation of the Howard County Public School System (HCPSS).

II. Purpose

The purpose of this policy is to provide direction for the appointment of certificated administrators and supervisors.

III. Standards

- A. The Superintendent will recommend in writing to the Howard County Board of Education (Board) the approval of all appointments and promotions to certificated positions, in accordance with Maryland law.
- B. The Superintendent has the authority to assign and reassign certificated administrators and supervisors, in accordance with Maryland law.
- C. Vacancies for principals, assistant principals, and Athletics and Activities Managers (AAMs) will be advertised as a classification and not on an individual school basis so that a candidate may be given consideration for any of the vacancies that may exist.
- D. Supervisor positions will be advertised as individual vacancies are approved to fill.
- E. Announcements of vacancies will comply with current negotiated master agreements when applicable.

- F. Consistent procedures for accepting, screening, and selecting candidates who are the most qualified to meet the needs of the school system will be developed and followed. When selecting internal candidates, this will include a review of pertinent records for violations of Board policies related to bullying, harassment, discrimination, and sexual harassment.
- G. The needs of individual schools will be considered when making administrator appointments.

IV. Responsibilities

The Superintendent/designee will ensure that the provisions of this policy are followed.

V. Delegation of Authority

The Superintendent is authorized to develop appropriate procedures for the implementation of this policy within the limits set forth in this policy.

VI. Definitions

Within the context of this policy, the following definitions apply:

- A. Administrator – The individual responsible for the leadership and supervision within a school building that includes principals, assistant principals, Athletics and Activities Managers (AAMs), and leadership interns.
- B. Certificated – Requiring a Maryland State Department of Education certificate.
- C. Supervisor – A position responsible for curriculum development or supervision of instruction or instructional programs.

VII. References

- A. Legal
 - Md. Ann. Code, Education Article, Section 4-103
 - Md. Ann. Code, Education Article, Section 6-201
 - Md. Ann. Code, Education Article, Section 6-501
- B. Board Policies
- C. Relevant Data Sources
- D. Other
 - Master Agreement Between the Board of Education of Howard County and the Howard County Association of Supervisors and Administrators (HCASA)

Master Agreement Between the Howard County Board of Education and the Howard
County Education Association (HCEA)

VIII. History¹

ADOPTED: September 28, 1976
REVIEWED: February 24, 2022
MODIFIED: November 1, 2018
REVISED: November 21, 1989
November 26, 1991
April 10, 2008
March 7, 2024
EFFECTIVE: July 1, 2024

¹ Key: *Adopted*-Original date the Board took action to approve a policy; *Reviewed*-The date the status of a policy was assessed by the Superintendent's Standing Policy Group; *Modified*-The date the Board took action to alter a policy that based on the recommendation of the Superintendent/designee did not require a comprehensive examination; *Revised*-The date the Board took action on a policy that based on the recommendation of the Superintendent/designee needed a comprehensive examination; *Effective*-The date a policy is implemented throughout the HCPSS, typically July 1 following Board action.

**APPOINTMENTS TO
CERTIFICATED ADMINISTRATOR AND
SUPERVISOR POSITIONS**

Effective: July 1, 2024

I. Qualifications

- A. Prior to advertising a vacancy for a certificated administrator or supervisor position, the Executive Director of Human Resources/designee will consult with the Central Office position supervisor(s) to develop a current position description and vacancy announcement aligned with the Office of Human Resources policies and procedures.
- B. The minimum and preferred qualifications for education, certification, and experience will be identified in the vacancy announcement.

II. General Procedures for Vacancies

- A. Announcements of vacancies addressed by Policy 7070 will comply with current negotiated master agreements when applicable. Vacancy announcements will be available to current Howard County Public School System (HCPSS) employees and to the public in accordance with the Office of Human Resources procedures.
- B. Vacancy announcements will communicate specific application timelines, requirements, and procedures.
- C. The Office of Human Resources will screen submitted applications to identify those that meet the minimum qualifications.
- D. A selection committee will be established in accordance with the Office of Human Resources procedures.
- E. The selection committee will be responsible for the implementation of the interview selection process and implementation of interviews in order to select and recommend to the Superintendent/designee the candidate(s) best suited for the position. The selection committee will implement the following in consultation with the Office of Human Resources.
 - 1. Evaluate application materials and identify candidates to interview utilizing the Office of Human Resources interview selection process;
 - 2. Review candidates' personnel history to determine if there are open complaints or investigations pending regarding violation of Policy 1010 Anti-

Discrimination; Policy 1020 Sexual Discrimination, Sexual Harassment, and Sexual Misconduct; Policy 1025 Title IX Sexual Harassment; and Policy 7140 Bullying, Cyberbullying, Harassment, and Intimidation Involving Employees. If there are open complaints or investigations, the selection committee will contact the appropriate office or department to determine the status and time frame for the resolution.

3. Review candidates' personnel history to determine if there were prior investigations regarding allegations of violations of Policy 1010 Anti-Discrimination; Policy 1020 Sexual Discrimination, Sexual Harassment, and Sexual Misconduct; Policy 1025 title IX Sexual Harassment; and Policy 7140 Bullying, Cyberbullying, Harassment, and Intimidation Involving Employees. The status of any and all investigations will be determined and the selection committee will verify that the outcomes of such investigations are considered in the appointment process.
4. Interview candidates identified by the interview selection process.

F. General Procedures for Certificated Supervisor Vacancies.

For certificated supervisor vacancies, the Superintendent/designee will utilize application and interview data to recommend a candidate for hire or promotion to the Office of Human Resources or reject all candidates and decline to fill the position at that time.

G. General Procedures for Certificated Administrator Vacancies.

1. For certificated administrator positions, the Superintendent/designee will utilize application and interview data to recommend candidates for placement in the applicable candidate pool.
2. Candidates will be eligible to remain in the applicable pool for three years and may be recommended to the Superintendent for appointment or promotion.

H. Prior to Board approval, the Superintendent will be notified of any complaints and resolutions regarding bullying, harassment, discrimination, and sexual harassment. The Board will be provided with verification that a review of the pertinent records has been completed to confirm compliance with Section II.E. of the implementation procedures.

III. Exceptions

The Superintendent may make exceptions to these procedures in the event that a specific vacancy presents unique needs.

IV. Definitions

Within the context of these implementation procedures, the following definition applies:

HCPSS Employee – An individual who is a permanent or temporary employee of the HCPSS whose compensation is paid in whole or part by the Board including but not limited to, teachers, substitute teachers, paraeducators, and other school-based and Central Office support staff.

V. Monitoring

Policy 7070 implementation procedures will be overseen by the Division of Human Resources and Professional Development.

VI. History¹

ADOPTED: November 21, 1989

REVIEWED: February 24, 2022

MODIFIED: November 1, 2018

REVISED: January 1, 1991
October 28, 1993

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