

I. Policy Statement

The appointment of competent and highly qualified personnel to leadership positions is essential to the effective operation of the Howard County Public School System. Consistent and equitable practices must be followed throughout the process.

II. Purpose

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

III. Definitions

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

- A. Athletics and Activities Manager (AAM) – The individual responsible for the leadership, oversight and management of high school student activities and athletic events, the master school calendar, scheduling of security, and athletic facilities for the high school.
- B. Certificated – Requiring a Maryland State Department of Education certificate, as indicated within the job description.
- C. Leadership Intern – A school-based administrative position for individuals training to become an assistant principal or principal.
- D. School-based Administrative Position – Principal, assistant principal, athletics and activities manager, or leadership intern.

IV. Standards

- A. In accordance with Maryland law, the Superintendent will recommend in writing to the Board of Education the approval of all appointments and promotions to certificated positions.
- B. The Superintendent has the authority to assign and reassign certificated employees.

- C. Vacancies for AAMs, principals, and assistant principals 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. Leadership interns will be selected from the pool of assistant principal candidates who are not chosen for assistant principal vacancies.
- E. Announcements of vacancies will comply with current negotiated master agreements when applicable.
- F. Consistent procedures for accepting and screening applications and selecting those most qualified to meet the needs of the school system will be developed and followed.
- G. Promotion of applicants from within the school system will be encouraged. The school system will provide professional development programs designed to enhance opportunities for career advancement and promotion.
- H. The needs of individual schools will be considered when making school-based administrative appointments.

V. Responsibilities

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

VI. Delegation of Authority

The Superintendent is authorized to develop appropriate procedures to implement this policy.

VII. References

- A. Legal
 - The Annotated Code of Maryland, Education Article, Section 4-103 (School personnel)
 - The Annotated Code of Maryland, Education Article, Section 6-201 (Appointment, tenure, and qualifications)
 - The Annotated Code of Maryland, Education Article, Section 6-501
- B. Other Board Policies
- C. Relevant Data Sources
- D. Other
 - Master Agreement Between the Board of Education and the Howard County Administrators Association
 - Master Agreement Between the Board of Education and the Howard County Education Association

VIII. History

ADOPTED: September 28, 1976

REVIEWED:

MODIFIED: November 1, 2018

REVISED: November 21, 1989

November 26, 1991

April 10, 2008

EFFECTIVE: November 1, 2018



**POLICY 7070-IP
IMPLEMENTATION PROCEDURES**

**APPOINTMENTS TO
ADMINISTRATIVE AND SUPERVISORY
CERTIFICATED POSITIONS**

Effective: November 1, 2018

I. Qualifications

- A. Prior to advertising a vacancy for a certificated administrative or supervisory position, the Executive Director of Human Resources/designee will review the current job description in consultation with personnel who oversee the position to ensure that the job description reflects high standards and current needs of the school system.
- B. Applicants for the position of assistant principal must:
 - 1. Have teaching experience or approved school-based experience and have met, as a minimum, Maryland State Department of Education (MSDE) requirements for certification as Administrator I;
 - 2. Be able to document performance at an exemplary level in their current and/or prior positions as applicable; and
 - 3. Present documentation which verifies training and background experiences and which indicates potential for outstanding contributions to the Howard County Public School System (HCPSS).
- C. Applicants for the position of principal must:
 - 1. Meet current MSDE certification requirements for a principalship;
 - 2. Be able to document performance at an exemplary level in (a) previous administrative position(s); and
 - 3. Present documentation which verifies training and background experiences and which indicates potential for outstanding contributions to the HCPSS.
- D. Applicants for Athletics and Activities Managers (AAMs) must hold or be eligible for a Maryland State Educators Certificate or possess a minimum of three years of successful teaching experience.

II. General Procedures for Vacancies

- A. Announcements of vacancies addressed by Policy 7070 must comply with current negotiated master agreements when applicable. Such vacancies will be announced to current employees and to the public through, at a minimum, circulars, postings in the Office of Human Resources, postings on the system website, and notice to the exclusive bargaining unit's office.
- B. Candidates must submit the application and appropriate application materials: resume, transcripts, references, and other specified information to the Office of Human Resources by midnight of the day on the closing date which is designated in the advertisement. Failure to submit all documentation by the closing date may result in ineligibility for consideration.
- C. Credentials will be reviewed by staff in the Office of Human Resources to determine eligibility within the specifications of the job description.
- D. A screening committee will be designated by the Superintendent/designee. The screening committee will consist of at least three persons. At least one member of the screening committee should be presently assigned to a position which is comparable in level of responsibility and/or specialized skills required to the position for which the candidates are applying. A Community Superintendent/designee must be a member of the screening committee for school-based administrative positions.
- E. The screening committee will:
 - 1. Review the applications and supporting documents of all applicants who have been determined to meet the minimum requirements for the position;
 - 2. Interview those applicants who the committee determines are the most qualified for the position; and
 - 3. Select and recommend to the Superintendent/designee those candidates who committee members determine are best suited for the position.
- F. The Superintendent/designee may conduct additional interviews or screening activities for recommended candidates. Any finalist must be chosen from the committee's list of recommendations. The Superintendent/designee may reject all recommendations and have the vacancy re-advertised.
- G. Appointments require Board approval.
- H. The Executive Director of Human Resources/designee will be available to discuss aspects of the screening procedures with applicants.

III. Additional Procedures for Assistant Principal Positions

Candidates who are recommended by the screening committee to the Superintendent will remain in an eligibility pool for three years. In addition, these candidates will be considered for leadership intern positions.

IV. Additional Procedures for Principal Positions

Candidates for the position of principal who are assessed by the screening committee as having excellent potential administrative talent and who are not selected for an announced vacancy may be considered viable candidates for future comparable positions without having to repeat the committee screening procedures.

V. Exceptions

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

VI. History

ADOPTED: November 21, 1989

REVIEWED:

MODIFIED: November 1, 2018

REVISED: January 1, 1991
October 28, 1993
April 10, 2008

EFFECTIVE: July 1, 2018