

BOARD OF EDUCATION
POLICY 7070
PROMOTION FOR CERTIFICATED
PERSONNEL TO ADMINISTRATIVE AND
SUPERVISORY POSITIONS

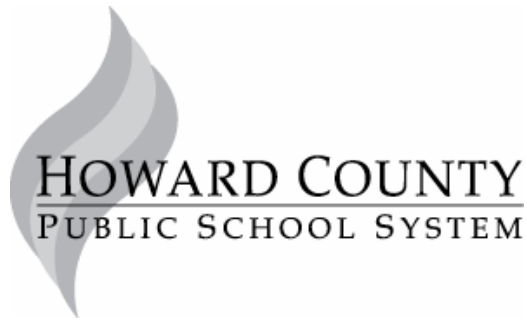
Effective: November 21, 1989

Policy Statement

Selection and appointment of competent and qualified educational personnel for administrative and supervisory positions are essential aspects in the effective operation of the Howard County Public School System. When making selections, it is the intent of the Board of Education to encourage promotion of applicants from within the school system.

Original approval: September 28, 1976

Date of Revision: November 21, 1989



POLICY 7070-R
REGULATIONS
**PROMOTION FOR CERTIFICATED
PERSONNEL TO ADMINISTRATIVE AND
SUPERVISORY POSITIONS**

Effective: November 26, 1991

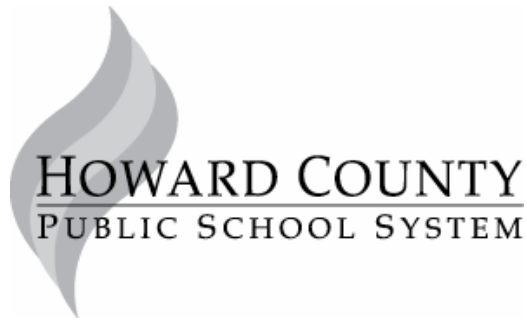
I. Definitions

- A. **Certificated Administrative and Supervisory Positions** - These positions, which apply to those below the level of Director, involve the administration and operation of the school system. The Department of Education of Howard County requires appropriate certification which may be beyond the standard teaching certificate and other standards required by the Maryland State Department of Education.
- B. **Non-Certificated Administrative and Supervisory Positions** - Positions in this group fall within the category of Administrative Management and Technical.
- C. **NASSP-accredited Assessment Center** - The NASSP-accredited Assessment Center is a formal procedure incorporating both group and individual exercises specifically related to a particular level of management. Trained assessors observe and evaluate the behavior of administrative candidates on twelve skill dimensions. Each candidate receives an oral and written feedback report which includes a narrative profile on the twelve skill dimensions and a summative evaluation of highly recommend, recommend, or not recommend for a school-based administrative position. The Howard County Assessment Center is modeled after the guidelines and procedures of the National Association of Secondary School Principals' (NASSP) Assessment Center.
- D. **School-Based Administrator** - School-Based Administrator refers to Principal and Assistant Principal.

II. Regulations

- A. These regulations are applicable when filling vacancies which have been identified as ones that require Maryland State Department of Education certification in areas of Administration and/or Supervision.
- B. Non-certificated administrators and supervisory considerations, except as may be required by law, shall not be included in the selection process within this policy.
- C. Parents, staff and, where appropriate, students will have the opportunity to participate in the process used to select new principals.

Original approval: September 28, 1976
Date of Revision: November 21, 1989
November 26, 1991



POLICY 7070-PR
IMPLEMENTATION PROCEDURES
PROMOTION FOR CERTIFICATED
PERSONNEL TO ADMINISTRATIVE AND
SUPERVISORY POSITIONS

Effective: October 28, 1993

-
- I. General procedures for the selection of Certificated Administrative and Supervision are as follows:
- A. Announcement of vacancies shall be in compliance with the current Negotiated Master Agreement. Vacancies occurring during the summer when schools are closed shall be announced through circulars, appropriate external sources, and to the exclusive bargaining unit's office. Teachers interested in being notified of administrative and supervisory vacancies while schools are closed should so notify the Personnel Office prior to the close of the school year.
 - B. Candidates must submit a letter of application and appropriate application forms, resume, transcripts, references, and other specific information to the Personnel Office by the end of the day on the closing date which is designated in the advertisement. All documentation must be complete in order to be eligible for consideration.
 - C. Credentials shall be reviewed by staff in the Personnel Office to determine eligibility within the specifications of the job description.
 - D. A screening committee will be designated by the Superintendent of Schools. The screening committee shall consist of at least five persons for all certificated administrative and supervisory positions. It is the intent of these procedures that at least one member of the screening committee shall be presently assigned to a position which is comparable in level of responsibility and/or specialized skills required in the position for which the candidates are applying. The appropriate Director/Designee shall 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 by the Director of Human Resources/designee after consultation with the appropriate administrator, to meet the minimum requirements for the position;
 - 2. Screen, in person, those applicants who the committee determines are the best qualified for the position;

3. Select and recommend, in alphabetical order, candidates to the Superintendent/designee who committee members determine are best suited for the position.
 - F. The Superintendent may recommend to the Board of Education the appointment of a candidate from the recommended list or reject all and request that the vacancy be advertised again.
 - G. The Director of Human Resources or designee shall be available to discuss aspects of the screening procedures with applicants.
- II. In addition to the above general procedures, teachers holding at least Administrator I certification will be considered for assistant principal positions after providing documentation of performance at an exemplary level in their current positions and in other prior systems, if applicable.
 - III. In addition to the above general procedures, applicants for the position of principal must:
 - A. Meet current Maryland State Department of Education certification requirements for a principalship
 - B. Have demonstrated highly successful administrative experience
 - C. Present documentation which verifies training and background experiences and which indicates potential for outstanding contributions to the Howard County Public School System
 - IV. Candidates outside of Howard County who are assessed by the screening committee as having excellent potential administrative talent and are not selected for an announced vacancy could be considered viable candidates for screening for future comparable positions without having to repeat the screening procedures.
 - V. Direct parent, staff and, where appropriate, student participation in the selection of principals will be encouraged through the appropriate PTA or PTSA Executive Committee. Parents, staff and students will have the opportunity to identify criteria which should be taken into consideration in selecting a principal for the school. In addition to the professional criteria and skills, the local school community will be encouraged to identify the primary issues that the new principal will have to face, as well as the kind of person it feels the school needs at that point in time.
 - VI. Candidates who are recommended by the screening committee to the Superintendent will remain in an eligibility pool for five years.
 - VII. Applicants for certificated supervisory positions must verify that they have met, as a minimum, MSDE certification as Administrator I or other applicable MSDE certification.

VIII. It is the intent of the Department of Education of Howard County to provide inservice programs which may enhance opportunities for career advancement and promotion.

Administrative Approval: November 21, 1989
Revised: January 1, 1991
October 28, 1993