

BOARD OF EDUCATION  
**POLICY 7070**  
**APPOINTMENTS TO**  
**ADMINISTRATIVE AND SUPERVISORY**  
**CERTIFICATED POSITIONS**

Effective: July 1, 2008

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**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. Uniform and fair 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**

- A. Certificated – Requiring a Maryland State Department of Education certificate, as indicated within the job description.
- B. Certificated Supervisory or Administrative Position – A position for which the school system requires Maryland State Department of Education Administrator I or II certification.
- C. School-based Administrative Position – Principal or assistant principal

**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 school-based administrative positions 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. Announcements of vacancies will comply with current negotiated master agreements when applicable.

- E. Uniform procedures for accepting and screening applications and selecting those most qualified to meet the needs of the school system will be developed and followed.
- F. 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.
- G. The needs of individual schools will be considered when making school-based administrative appointments.

**V. Compliance**

The Superintendent/designee is responsible for ensuring 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**

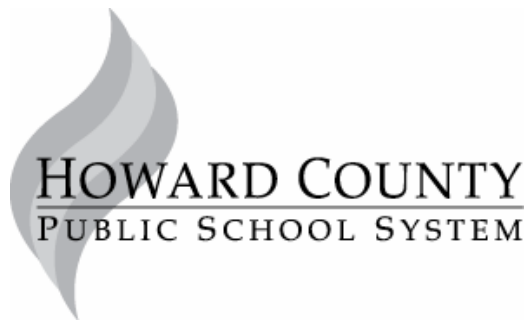
- A. Legal
  - The Annotated Code of Maryland, Education Article, Section 4-103 (School personnel)
  - The Annotated Code of Maryland, Education Article, Section 6-201 (Appointment, tenure, and qualifications)
  - The Annotated Code of Maryland, Education Article, Section 6-501
- B. Other Board Policies
- C. Other
  - Master Agreement Between the Board of Education and the American Federation of State, County and Municipal Employees
  - 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

ADOPTED: September 28, 1976

AMENDED: November 21, 1989

November 26, 1991

April 10, 2008  
EFFECTIVE: July 1, 2008



**POLICY 7070-PR**  
IMPLEMENTATION PROCEDURES  
**APPOINTMENTS TO**  
**ADMINISTRATIVE AND SUPERVISORY**  
**CERTIFICATED POSITIONS**

Effective: July 1, 2008

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**I. Qualifications**

- A. Prior to advertising a vacancy for a certificated administrative or supervisory position, the 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, 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
  - 3. Present documentation which verifies training and background experiences and which indicates potential for outstanding contributions to the Howard County Public School System.
- C. Applicants for the position of principal must:
  - 1. Meet current Maryland State Department of Education (MSDE) certification requirements for a principalship
  - 2. Be able to document performance at an exemplary level in (a) previous administrative position(s)
  - 3. Present documentation which verifies training and background experiences and which indicates potential for outstanding contributions to the Howard County Public School System.
- D. Applicants for other certificated administrative or supervisory positions must verify that they have met, as a minimum, MSDE requirements for certification as Administrator I.

## 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 a letter of application and appropriate application forms, resume, transcripts, references, and other specified information to the Office of Human Resources by the end 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 four 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. The appropriate Administrative Director/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 best 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 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.

**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.

ADOPTED: November 21, 1989

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

EFFECTIVE: July 1, 2008