

POLICY

SOMERSET COUNTY BOARD OF EDUCATION

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Subject: Personnel Practices Administrative and/or Supervisory Positions	Date Approved: June 15, 1982, October 17, 2006 June 16, 2009 March 16, 2010 Date Revised December 20, 1988 April 20, 1993, June 15, 1999 April 17, 2001, September 19, 2006 May 26, 2009 February 04, 2010 Effective Date: July 1, 1999, April 17, 2001 October 17, 2006 June 16, 2009 March 16, 2010

1. **PURPOSE**

To establish guidelines for selecting and appointing personnel to administrative and supervisory positions in Somerset County.

2. **PROCEDURE**

The morale and effectiveness of the teaching staff is greatly dependent on the quality and capability of the administrative and supervisory personnel. It is essential that their appointments are carried out under a well defined and clearly understood policy.

- A. The following guidelines will be used when selecting and appointing persons to administrative and supervisory positions.
- (1) Personnel from within the system will receive preference to applicants from outside the school system so long as their qualifications are essentially the same.
 - (2) The implementation of the policy shall not be affected by race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status or other non-discriminatory considerations.
 - (3) The qualifications of each candidate shall be evaluated and assessments made in the area of:
 - (a) Teaching experience
 - (b) Supervisory and Administrative experience
 - (c) Work experience and education
 - (d) Efficiency ratings and/or recommendations

- (e) Personal qualifications
- (f) Eligibility for certification by Maryland State Department of Education

(4) The best qualified applicants will receive first consideration for each position.

B. Procedures used will include:

- (1) Advertising the vacancy - All vacancies will be advertised on the district website. Announcements of vacancies shall be made available to each school for posting on the faculty bulletin board, sent to the local Professional Teachers Associations and sent to other school systems, colleges and universities as considered necessary.

During the summer months, and whenever determined necessary, announcements of vacancies shall be placed in the local newspapers.

The announcements shall include a description of the position, duties and responsibilities, salary range, qualifications and application procedures.

Announcements must be distributed at least fifteen (15) days before the closing dates for accepting applications. Exceptions will be made due to staffing time constraints after consultation with the superintendent and the association.

- (2) Submission of Application - Candidates must submit a letter of application to the Superintendent or his/her designee.
- (3) Selection and Appointment process - The interview committee may consist of at least five members in the following areas:
- Program/Area Administrator or Supervisor
 - School Administrator (when applicable)
 - Human Resources Director
 - Superintendent's Designee (when applicable)
 - Retired SCPS Administrator/Supervisor
 - Member of Somerset County Community

The Human Resources Department will make every attempt to ensure that at least one minority is represented at each interview committee.

The committee shall be composed of a minimum of three (5) people. This committee is charged with the responsibility of reviewing the credentials and holding interviews with candidates. Upon completion of interviews, the committee will recommend two to three candidates as finalists to the Superintendent.

The Superintendent may recommend to the Board of Education the appointment of a candidate from the recommended list or reject all and request the vacancy be advertised again.

Supervisory and administrative personnel may be transferred within the system by the Superintendent. All vacancies for supervisory and administrative positions must be advertised externally and internally. A vacancy occurs after and not before transfers takes place.

All appointments to administrative and supervisory positions must be approved by action of the Board of Education in public session.