ADMINISTRATION: Central Office Personnel

Directors, Coordinators, and Supervisors

1. The director shall:
   a. Serve as administrative head of a department
   b. Provide the Superintendent of Schools and the Superintendent’s staff, through the appropriate division head, with evaluation of the effectiveness and efficiency of the department and recommend appropriate policies and procedures
   c. Provide leadership for the department
   d. Be responsible for implementing and enforcing policies, procedures and programs established or approved by the Board of Education or the Superintendent of Schools and the staff
   e. Evaluate the members of the department at regular intervals
   f. Perform other duties as required.

2. The coordinator shall:
   a. Provide professional leadership as an “Administrative Supervisor” in an instructional or service office and coordinate program implementation and supervision within that office
   b. Serve in field of competency as consultant to the school system; and secure the service of consultants
   c. Assume key role in identifying trends in field through private study and participation in professional activities and organizations; provide opportunities for other personnel to be similarly involved
   d. Participate in development of policy, interpretation of policies and program, and interpretation of legal mandates
   e. Prepare official reports
f. Establish cooperative leadership with institutions of higher learning for the improvement of teacher education—both graduate and undergraduate

g. Provide leadership in program development within a specific instructional or service office

h. Coordinate within a long-range unified plan the overall supervisory functions involved in the implementation and development of the curriculum in such a way as to utilize the competencies of each supervisor or specialist

i. Coordinate the countywide implementation and general supervision of the program of a specific office

j. Encourage and direct the planning, implementation, and evaluation of programs on a countywide basis

k. Initiate and supervise such administrative matters as evaluating, listing, and ordering materials of instruction for that office

l. Assume responsibility for business management functions connected with a specific central staff office, such as preparing a budget, informing the staff of needs, allocating funds, and assisting in the preparation of building plans

m. Provide liaison and establish working relationships between his/her office and groups with an interest in education, e.g., the Board of Education, other central office staffs, professional organizations, other school systems, and the Maryland State Department of Education

n. Coordinate a plan of inservice training opportunities for the professional growth of teachers, such as workshops, courses, professional meetings, and other related activities

o. Communicate with state and governmental agencies for funding and consultation services in developing programs

p. Assist in the recruitment, selection, and placement of teachers

q. Evaluate the members of the office at regular intervals

r. Perform other duties as required.
3. The instructional or service supervisor shall:

a. Improve instruction and educational services in the schools through participation in staff development and through decision making in the development, implementation and evaluation of curriculum on a countywide basis

b. Assist in preparing the annual budget

c. Assist in the recruitment, selection, and placement of teachers

d. Inform teachers of the inservice opportunities, including availability of foundation and federal grants for advanced study

e. Plan and conduct inservice activities to promote continuous growth of the instructional staff

f. Cooperate with teacher educational institutions by suggesting relevant professional courses and other activities for teacher training

g. Recommend and review educational specifications for new schools and remodeling projects

h. Assume responsibility for continuous personal professional growth through advanced study and participation in conferences and professional organizations

i. Provide leadership in identifying trends in education pertinent to his/her field of academic experience

j. Develop curricula to provide guidelines for the local school programs

k. Encourage, develop, guide, and evaluate programs on a pilot basis

l. Serve as a consultant or resource person to the school, the public, the Board of Education, and the central staff in identifying needs and in the interpretation and implementation of appropriate instructional and/or service programs

m. Observe and confer with teachers to promote teaching competencies in specific areas of the school curriculum
n. Work in a specific manner with student evaluation and placement in special areas of the educational program

o. Assist in evaluating teachers’ performance upon request

p. Assist in coordinating and articulating program K-12 where appropriate

q. Assume leadership role in evaluating, recommending, and making available appropriate materials of instruction

r. Participate in developing policy, assist in formulating regulations pertinent to the instructional program, and monitor the implementation of legal mandates

s. Assist in communicating with state and governmental agencies for funding and consultation services in developing programs

t. Cooperate with community groups by extending educational programs into the community and by participating in community activities

u. Perform other duties as required.

Rule Superintendent of Schools
Approved: 6/14/73
Revised: 4/9/81]