

PERSONNEL: Professional

Permanent: Assignment, Transfer, and Promotion

Selection of Supervisors and Specialists

1. Procedures

- a. The Department of Personnel will release a listing of those positions available.
- b. A description of the positions and the necessary background and preparation will be designated.
- c. Candidates should initiate their own applications by writing to the Department of Personnel. They may also be recommended by the Superintendent of Schools, members of the central staff, or principals.
- d. An initial screening of the applicants' papers by the Department of Personnel will determine whether they meet the minimum qualifications for consideration and the candidates will be so notified.
- e. An evaluation will be made of administrative reports, college transcripts, professional activities, letters of reference and recommendations, and personal qualifications.
- f. A recommendation for filling the vacancy will be made to the Superintendent of Schools.
- g. The Superintendent of Schools will make a recommendation to the Board which has the responsibility for the final appointment.

2. Educational Qualifications: Experience and Preparation

- a. Supervisor
 - (1) A teacher's certificate valid in Maryland
 - (2) Master's degree from an accredited institution
 - (3) Five (5) years of satisfactory teaching experience

- (4) An additional fifteen (15) semester hours of graduate or equivalent credit
- (5) A balanced program of graduate courses, fifteen (15) semester hours of which may be in State Department of Education approved workshops, either as part of the requirements of subsections two (2) and four (4) or in addition thereto, in the following areas:
 - (a) Supervision - Eighteen (18) semester hours in a balanced program selected from such areas as administration, supervision, psychology of learning, guidance and counseling, group dynamics, human growth and development at the selected level of operation, oral and written communications, multi-media, and sociology of the community
 - (b) Curriculum - Twelve (12) semester hours in a balanced program selected from such areas as curriculum design and paradigms, strategy and influences in curriculum development, curriculum appraisal, programmed instruction, and data system
 - (c) Content - Fifteen (15) semester hours in content areas appropriate to the level of assignment in the discipline to be supervised
- (6) At least one (1) year's experience as a department chairman, specialist, assistant principal or principal, or other appropriate experience.
- (7) Hold or be eligible for Administrator I certificate

b. Specialist

Determined on basis of assignment but in line with above requirements

c. Instructional Specialist with Teaching Responsibilities

- (1) A standard professional certificate in the field valid in Maryland
- (2) Three (3) years of satisfactory teaching experience in the appropriate area of certification at the required level

- (3) An additional eighteen (18) semester hours of graduate work including:
 - (a) Nine (9) semester hours of content in the field
 - (b) A minimum of two (2) semester hours in supervision
 - (c) A minimum of two (2) semester hours in curriculum

Also see policy and rule on this subject, Series 2000, Administration.

Rule
Approved: 1/22/76
Revised: 6/7/79
Revised: 5/10/84
Revised: 3/25/93]

Superintendent of Schools