

ADMINISTRATION: Central Office Personnel

Superintendents: Assistant Superintendents

1. Area Assistant Superintendents

a. General Responsibilities

- (1) Serve as a representative of the Superintendent of Schools in all matters related to public education in the designated area of the county for which the Area Assistant Superintendent is responsible
- (2) Coordinate the educational program so that each school in the area operates with maximum effectiveness in accordance with educational philosophy, curriculum guidelines, and general policies of the Board of Education of Baltimore County
- (3) Encourage continued experimentation and innovations as educational expectations, needs, and conditions change, and as educational research reveals information which has implication for our educational enterprise
- (4) Represent the Superintendent in interpreting the educational program to and receiving proposals from parents and other interested citizens in the several school communities
- (5) Provide the Superintendent and the staff with regular evaluations of the effectiveness and efficiency of the educational program.

b. Specific Functions

- (1) Assist the principal in establishing the most effective school organization
- (2) Assist in the coordination of instructional and pupil services available to the schools through the Division of Instruction
- (3) Examine the staff organization of each school and assist the principal in making the most effective use of all personnel assigned to the school

- (4) Coordinate established policies regarding regular evaluation of all teachers
- (5) Provide for an evaluation of administrative and supervisory personnel assigned to each school
- (6) Confer with teachers who have questions, problems, complaints, or suggestions regarding their personal responsibilities or the school system generally
- (7) Meet with parents or other interested citizens to interpret the educational program, answer questions, resolve issues, or receive suggestions
- (8) Serve as the staff liaison to the respective area educational advisory council
- (9) Authorize the placement and transfer of teachers
- (10) Recommend transfers, promotions, demotions, certificate reclassifications, or release of instructional and administrative personnel assigned to the schools
- (11) Meet regularly with other Area Assistant Superintendents and the Deputy Superintendent in order to provide uniform interpretation and administration of Board of Education policies and procedures
- (12) Review regular reports from principals and follow up with appropriate action
- (13) Determine, with advice of the principal, the staffing need for each school in preparing budget requests for personnel
- (14) Perform other duties as required.

2. Assistant Superintendents in Curriculum; Elementary Education/Instructional Services; and Pupil Services/Special Education

a. General Responsibilities

- (1) Coordinate the design, implementation, and evaluation of the education programs used in the Baltimore County Public Schools, in

accordance with the educational philosophy and general policies of the Board of Education of Baltimore County

- (2) Provide leadership in curriculum development as educational expectations, needs, and conditions change, and as educational research reveals information which has implication for our educational enterprise
- (3) Encourage continued improvement of instruction and professional growth of the staff members of the departments
- (4) Represent the Superintendent in interpreting the educational program, answering questions, and receiving proposals and suggestions regarding concerns from parents and the general community
- (5) Provide the Superintendent and the staff with regular evaluations of the effectiveness and efficiency of the educational and pupil services programs.

b. Specific Functions

- (1) Assist appropriate offices in the systematic review of their program and the staff responsible for this program
- (2) Coordinate a regular program to keep the Board of Education of Baltimore County informed of matters pertaining to the instructional and pupil services programs
- (3) Develop budget recommendations that support the programs
- (4) Direct workshops and other activities for curriculum design, development, implementation, and evaluation
- (5) Direct inservice programs and other professional staff development activities
- (6) Confer with teachers who have questions, problems, and complaints, or suggestions regarding their personal responsibilities or the school system generally

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- (7) Meet regularly with area assistant superintendents in order to provide uniform interpretation and administration of Board of Education policies and procedures
- (8) Perform other duties as required.

Rule
Approved: 10/25/73
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Superintendent of Schools