

POLICY

SOMERSET COUNTY BOARD OF EDUCATION

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Subject: Office of the Superintendent of Schools	Date Approved: March 16, 1999 June 20, 2006 January 19, 2010 Date Effective: July 1, 1999 January 19, 2010

1. **PURPOSE**

The purpose of this policy is to describe the following aspects of the office of Superintendent including:

- A. General Responsibilities
- B. Delegation of Responsibilities
- C. Qualifications (Background)
- D. Qualifications (Skills)
- E. Recruitment and Appointment
- F. Contract
- G. Superintendent's Salary, Compensation and Benefits
- H. Evaluation of the Superintendent
- I. Dismissal of the Superintendent

2. **Descriptions and Definitions**

A. The Superintendent of Schools - General Responsibility

- (1) The Superintendent is the chief executive officer of the school system and has general supervision of all of the Public Schools and of all personnel and various departments of the school system.
- (2) The Superintendent serves as the secretary and treasurer of the Board of Education, but is not deemed a public officer under the constitution or laws of Maryland.
- (3) The superintendent attends all meetings of the Board except when the Superintendent's tenure, salary or the administration of the office are under question.
- (4) The Superintendent is responsible for the management of the schools under the Board's policies and is accountable to the Board.

B. Delegation of Responsibilities - The Superintendent, at his or her discretion, may delegate to school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent by these policies or by vote of the Board. The delegation of power or duty, however, will not relieve the Superintendent of responsibility for the action taken under such delegation.

C. Qualifications (Background) - The Superintendent will, at a minimum, meet all requirements for certification as superintendent in Maryland. The Superintendent shall:

- (1) Meet the requirements for certification in early childhood education, elementary education or a secondary education area.
- (2) Have a master's degree from an accredited institution.
- (3) Have three (3) years of successful teaching experience and two (2) years of administrative or supervisory experience.

- (4) Have successfully completed a two (2) year program with graduate courses in administration and supervision in an institution or institutions approved by an accrediting agency recognized by the State Superintendent of Schools and meet certification requirements of MSDE.

D. Qualifications (Skills) - In addition, the Superintendent should:

- (1) Have a sound educational philosophy centered on student excellence and equity in educational programs and curriculum.
- (2) Possess a broad understanding and knowledge of the unique educational needs of elementary and secondary school students (prekindergarten to 12).
- (3) Possess strong interpersonal skills and the ability to communicate with a diverse community.
- (4) Demonstrate the ability to direct fiscal policy and manage programs within the parameters of the school system's budget.
- (5) Be an aggressive advocate for public education with the leadership and ability to address and resolve complex problems.
- (6) Provide effective research based leadership strategies staff in pursuit of Board of Education goals.
- (7) Possess the ability to lead an evolving school system in successfully meeting or exceeding achievement targets as established by the State of Maryland.
- (8) Possess the ability to lead an evolving school system in recognizing and successfully funding an aggressive capital improvement program.

E. Recruitment and Appointment of the Superintendent

- (1) It will be the responsibility of the Board of Education to select, in accordance with the Public School Laws of Maryland, the Superintendent of Schools, who will represent the Board in carrying out its policies. The Superintendent will at all times be subject to the control and decisions of the Board.
- (2) The term of the Superintendent is four (4) years beginning on July 1. The Superintendent continues to serve until a successor is appointed and qualifies.
- (3) The appointment of a Superintendent is not valid unless approved in writing by the State Superintendent of Schools.
- (4) If a vacancy occurs in the office of the Superintendent, the Board shall appoint an interim superintendent who serves until July 1 after the appointment.
- (5) In the year in which the Superintendent's term begins, the Board shall appoint the Superintendent between February 1 and June 30. However, if the Board decides to reappoint the incumbent superintendent, the Board shall take final action to reappoint the Superintendent no later than March 1 of that year.

F. Superintendent's Contract - The appointment of the Superintendent will be secured through a written contractual agreement which will state the terms of the contract, compensation and other benefits and conditions of employment. The contract will meet all state requirements and will protect the rights of both the Board and the Superintendent.

G. Superintendent's Salary, Compensation and Benefits

- (1) The salary, compensation and benefits of the Superintendent will be determined by the Board of Education at the time of appointment and will be reviewed by the Board each year.

- (2) The salary of the Superintendent may not be decreased during the Superintendent's term of office.

H. Evaluation of the Superintendent

- (1) The evaluation of the Superintendent shall follow the time line and frequency established in the Superintendent's contract.
- (2) The evaluation of the Superintendent shall include input from all Board members.

See Administrative Procedures

I. Dismissal of the Superintendent

- (1) The State Superintendent of Schools may remove the county Superintendent of Schools for:
 - (a) Immorality
 - (b) Misconduct in office
 - (c) Insubordination
 - (d) Incompetency
 - (e) Willful neglect of duty
- (2) Before removing the county Superintendent, the State Superintendent shall send the county Superintendent a copy of the charges against him/her and give the county Superintendent an opportunity within (10) days to request a hearing. If the county Superintendent requests a hearing within the ten (10) day period:
 - (a) the State Superintendent shall promptly hold a hearing, but a hearing may not be set within ten (10) days after the State Superintendent sends the county Superintendent a notice of the hearing.
 - (b) the county Superintendent shall have an opportunity to be heard publicly before the State Superintendent in his/her own defense, in person or by counsel.