

REGULATION

MONTGOMERY COUNTY PUBLIC SCHOOLS

Related Entries: GEA, GEA-RB, GMB, GMB-RA, GMC

Office: Executive Assistant
Department of Personnel Services

Selection and Appointment of Administrators, Supervisors, and Interns

I. PURPOSE

Appointments of administrators and supervisors are made by the Board of Education upon the recommendation of the superintendent of schools, and interns are assigned by the superintendent. To insure adequate consideration of applicants, this regulation establishes procedures for identifying and advertising available positions, processing applications, and selecting candidates to be recommended to the Board for appointment.

II. PROCEDURES

A. Administrative and Supervisory Personnel

1. General

The selection of highly competent educational leaders to be recommended for appointment to administrative or supervisory positions is among the most important responsibilities of the Superintendent. The school system seeks to employ individuals with an outstanding background of training and experience as revealed in personnel records and in personal qualities that indicate an ability to work effectively with young people and adults. Employees are encouraged to identify those individuals who should be considered for more responsible positions. The executive assistant to the superintendent is responsible for anticipating and identifying positions to be filled.

2. Advertising Available Positions

- a) *Agreement Between the Board of Education and Montgomery County Education Association (1984-87)*
- (1) These positions are defined as positions other than those on the A-D salary schedule. (Article 13, Section A.)
 - (2) All vacancies in above defined positions will be published in the *MCPS Bulletin* immediately following the decision to fill such positions. Individual vacancies in those categories containing a large group of persons will be advertised as a classification and not on an individual school basis so that a person may be given adequate consideration for any one of the vacancies that may exist in any given category.
 - (a) During the school year, the *MCPS Bulletin* will carry the vacancy list for these positions. Persons who desire to apply for such vacancies will submit their application, in writing, to the superintendent within the time limit expressed in the *MCPS Bulletin* in which the vacancy was published. The receipt of all applications will be acknowledged promptly by the Department of Personnel Services.
 - (b) Unit members may apply for the above defined positions which may become vacant during the summer months. Positions will be advertised in a summer employment bulletin. Applicants will inform the Department of Personnel Services of their summer addresses. (Article 13, Section B.)
 - (3) In the notice of vacancies in the *MCPS Bulletin*, qualifications, duties, and rates of compensation will be clearly stated. Where qualifications and duties may vary from the accepted qualifications for a position, the variations will be specified. (Article 13, Section C)
- b) *Agreement Between the Board of Education and the Montgomery County Association of Administrative and Supervisory Personnel (1985-88)*

- (1) All vacancies on salary schedules L-Q will be published in the *MCPS Bulletin* immediately following the decision to fill such positions. Individual vacancies in those categories containing a large group of persons will be advertised yearly as a classification and not on an individual school basis, so that a person may be given adequate consideration for any one of the vacancies that may exist in any given category.
 - (a) During the school year, the *MCPS Bulletin* will carry the vacancy list for positions in the unit. Persons who desire to apply for such vacancies will submit their application and resume in writing to the director of the Department of Personnel Services within the time limit expressed in the *MCPS Bulletin* in which the vacancy was published. The receipt of all applications will be acknowledged promptly in writing by the director of the Department of Personnel Services.
 - (b) Unit members may apply for positions on salary schedules L-Q which may become vacant during the summer months. Positions will be advertised in the summer employment bulletin. Applicants will inform the Department of Personnel Services of their summer address. (Article 21, Section B.)
- (2) In the notice of vacancies in the *MCPS Bulletin* or summer employment bulletin, qualifications, duties, and rates of compensation will be clearly stated. Where qualifications and duties may vary from the accepted qualifications for a position, the variations will be specified. (Article 21, Section C)

3. Submission and Acknowledgment of Applications

- a) *Agreement Between the Board of Education and the Montgomery County Education Association (1984-87)*
 - (1) During the school year, the *MCPS Bulletin* will carry the vacancy list for these positions. Persons who desire to apply for such vacancies will submit their application, in writing, to the superintendent within the time limit expressed in the *MCPS*

Bulletin in which the vacancy was published. The receipt of all applications will be acknowledged promptly by the Department of Personnel Services. (Article 13, Section B.1.)

- (2) Unit members may apply for the above defined positions which may become vacant during the summer months. Positions will be advertised in a summer employment bulletin. Applicants will inform the Department of Personnel Services of their summer addresses. (Article 13, Section B.2)

b) *Agreement Between the Board of Education and the Montgomery County Association of Administrative and Supervisory Personnel (1985-88)*

- (1) During the school year, the *MCPS Bulletin* will carry the vacancy list for positions in the unit. Persons who desire to apply for such vacancies will submit their application and resume in writing to the director of the Department of Personnel Services within the time limit expressed in the *MCPS Bulletin* in which the vacancy was published. The receipt of all applications will be acknowledged promptly in writing by the director of the Department of Personnel Services. (Article 21, Section B.1.)

- (2) Unit members may apply for positions on salary schedules L-Q which may become vacant during the summer months. Positions will be advertised in a summer employment bulletin. Applicants will inform the Department of Personnel Services of their summer address. (Article 21, Section B.2.)

c) MCPS Form 460-27: *Employment Application*, may be obtained from the director of the Department of Personnel Services for completion by applicants outside MCPS. MCPS employees submit a letter of application and detailed resume to the director of personnel services for a promotional position. Normally, recommendations of individuals for consideration are valid for the position for which an individual applies and not additional vacancies which occur later.

d) The director of the Department of Personnel Services is responsible for acknowledging receipt of all applications and recommendations.

4. Appointments Committee

- a) The Appointments Committee is composed of the superintendent of schools, the deputy superintendent, the executive assistant to the superintendent, associate superintendents and director of the Department of Personnel Services. Department directors meet with the committee when applicants for positions in their area of responsibility are being considered.
- b) The executive assistant and director of the Department of Personnel Services are responsible for anticipating staffing needs and keeping the superintendent informed. The superintendent schedules meetings as needed for the committee to consider applications of candidates for available positions.
- c) The director of the Department of Personnel Services arranges appropriate interviews sufficiently in advance of the date of each meeting of the Appointments Committee and provides a list of positions to be filled and a resume (see item 5.b) below) for each candidate for consideration by the committee.

5. Processing Applications

a) General

All applications from people outside the Montgomery County Public Schools or letters and resumes from MCPS employees expressing interest in an administrative or supervisory position are forwarded to the director of the Department of Personnel Services, who acknowledges receipt of each application and, when necessary, requests further information.

b) Preparation of Resume

When necessary, the director of the Department of Personnel Services prepares a resume on each candidate for use by the Appointments Committee. The resume contains the following kinds of information:

(1) Personnel Information

- (a) Certification status (for positions for which applying)

- (b) Evaluation information as a teacher and/or in other positions
- (2) Experience
 - (a) Teaching experience
 - (b) Other assignments, such as college teaching, workshop leadership in Montgomery County elsewhere, and committee responsibilities
- (3) Professional Preparation
 - (a) Degrees\major field
 - (b) Transcripts
 - (c) Results of participation in MCPS administrative competence sessions
 - (d) Participation in national, state, and local professional committees, institutes, and workshops.
- (4) Recommendations

When necessary, current recommendations for a specific position or category of position for which the candidate is being considered are obtained from the appropriate area associate superintendent, principal, department director, or other appropriate person for all candidates who are employed currently in a position in MCPS. Similar recommendations from appropriate officials are obtained for applicants from outside the school system.

6. Selection Process

- a) The application file of each candidate for a given position will be carefully reviewed by the director of the Department of Personnel Services and by the appropriate associate superintendent or his/her designee(s). The purpose of this review is to determine which candidates, based on their qualifications, will be interviewed. Candidates who are not interviewed will

be notified in writing by the director of the Department of Personnel Services.

- b) Each candidate for a given position if interviewed will usually be interviewed by the superintendent or his/her designee and an interview team. The interview team will normally have a cross-section of representation including an Appointments Committee member, a member of the staff of the Department of Personnel Services, the immediate supervisor for the position available, and other MCPS staff members. As appropriate, community representatives designated by the superintendent may be members of the interview team. The interview usually occurs at the decisive stage in the selection process. The major purposes of the interview are to obtain detailed information concerning the preparation and experience of a candidate and assess the candidate's reaction to specific job related questions, oral communication skills and ability to act under stress.

When all available information on the candidates has been collected and assembled, the superintendent, with the advice of the Appointments Committee, selects the best qualified applicant to recommend to the Board of Education for appointment.

- c) *Agreement Between the Board of Education and the Montgomery County Association of Administrators and Supervisory Personnel (1985-88)*

In filling vacancies, consideration will be given to presently employed unit members. Their quality of job performance, length of service in the school system, areas of competence, certification, major and/or minor fields of study, and attendance record will be considered in filling vacancies. (Article 21, Section D.)

- d) *Agreement Between the Board of Education and the Montgomery County Education Association (1984-87)*

In filling vacancies, consideration will be given to the presently employed unit members. Their length of service in the Montgomery County school system, areas of competence, major and/or minor fields of study, quality of performance, and attendance record will be considered in filling vacancies. (Article 13, Section F.)

- e) The superintendent's recommendation is submitted to the Board of Education for consideration and appropriate action. Candidates appointed by the Board are advised of their appointment by the director of the Department of Personnel Services immediately following Board action. All other applicants for the same position are advised in writing of the status of their application.

- f) *Agreement Between the Board of Education and the Montgomery County Education Association (1984-87)*
 - (1) All appointments made to positions on the above-defined positions will be listed in the *MCPS Bulletin* or the *Management Memo*. (Article 13, Section E.)

 - (2) Upon written request, the superintendent or his designee will explain in writing to an applicant the reason he/she was not appointed. (Article 13, Section D.)

- g) *Agreement Between the Board of Education and the Montgomery County Association of Administrators and Supervisory Personnel (1985-88)*
 - (1) Upon written request, the superintendent or his designee will explain in writing to an applicant the reason he/she was not appointed. (Article 21, Section E.)

 - (2) All appointments made to positions on salary schedules L-Q will be listed in the *MCPS Bulletin*. (Article 21, Section F.)

B. Administrative and Pupil Personnel Worker Intern; Elementary Principal Trainee

1. General

MCPS employees assigned to elementary principal trainee positions are required to serve from five months to one year as trainees. MCPS employees on the Professional Salary Schedule C or D are required to serve as an intern for a period of one year prior to being considered for appointment as an assistant principal or pupil personnel worker. The trainee/internship programs provide on-the-job training in the school or office in which there is a position vacancy. Information

concerning trainee/internship programs is available from the administrative program coordinator, Department of Staff Development.

2. Advertising Internships

Announcements regarding application procedures for trainee/internship programs are included in the *MCPS Bulletin* when necessary.

3. Submission and Acknowledgment of Applications

a) Using MCPS Form 460-16: *Application for Administrative Internship (Assistant Principal), and Pupil Personnel Worker Internship (Pupil Personnel Worker)*, available from the director of the Department of Personnel Services any MCPS employee with a master's degree from an accredited institution and the appropriate certification may apply for an internship.

b) Applicants for elementary principal trainee positions apply by submitting a detailed resume and letter of application to the director of the Department of Personnel Services following the listing of these opportunities in the *MCPS Bulletin*.

c) The director of the Department of Personnel Services is responsible for acknowledging the receipt of all applications. Applications remain active for consideration for one school year.

4. Selection Process

a) Administrative Intern

Selected applicants for an administrative internship are invited to participate in individual interview and written task. Members of the Administrative Team, representatives of the area offices, and principals observe the activities and make assessments of the candidates. This information is reviewed as candidates are considered for assignment as administrative interns and may be reviewed as candidates are considered for available assistant principal positions.

b) Pupil Personnel Worker Intern

Applications for pupil personnel worker internships are processed and candidates selected in accordance with the procedures outlined in 5.b) and 6.a)-c) above.

c) Elementary Principal Trainee

Selected applicants for trainee positions are invited to attend an assessment center. Members of the Administrative Team, representatives of the area offices, and principals observe the activities and make assessments of the candidates. The appointments committee utilizes this and other appropriate data to select and assign the elementary principal trainees.

5. Evaluation of Interns

a) Administrative Interns

The quality of the services of administrative interns is determined by a supervisory team consisting of the principal, area associate superintendent, a member of the Administrative Team, and, an outside consultant in a written evaluation conducted at the conclusion of the internship.

b) Pupil Personnel Worker Interns

The quality of the services of the pupil personnel worker interns is determined by a supervisory team appointed for each intern by the associate superintendent for special and alternative education.

c) Elementary Principal Trainees

The quality of services of elementary principal trainees is determined by a supervisory team consisting of the principal, area associate superintendent, a member of the Administrative Team, and an outside consultant in a written evaluation conducted at the conclusion of the training.

The final evaluation is reviewed by the Appointments Committee when the appointment of an intern to the position of assistant principal, pupil personnel worker or elementary principal is considered.

6. Assignment to Acting Administrative and Supervisory Positions

- a) When the superintendent of schools determines that a given vacancy should be filled on an interim basis, the assignment will be made by the superintendent on an acting basis and will normally be for no longer than one year.
- b) The salary and fringe benefits of an individual serving in an acting assignment will be determined in accordance with the provisions of MCPS Regulation GHC-RA.
- c) Normally the individual being reassigned from an acting assignment will return to the assignment he/she held prior to assuming the acting position.

Administrative History: Formerly Regulation No. 405-1, November 1982, revised February 1986, amended by the Agreements Between the Board of Education and Montgomery County Education Association (1984-87), and Montgomery County Association of Administrative and Supervisory Personnel (1985-88).