

POLICY

BOARD OF EDUCATION OF ANNE ARUNDEL COUNTY

Related Entries: Policy 301.02

Responsible Office: BOARD OF EDUCATION/OFFICE OF THE SUPERINTENDENT

POWERS, DUTIES, AND RESPONSIBILITIES - SUPERINTENDENT

A. PURPOSE

To affirm compliance with the Education Article, *Annotated Code of Maryland* regarding the duties and responsibilities of the Superintendent.

B. ISSUE

The Superintendent acts as the Chief Executive Officer of the Board in carrying out the policies, and rules, of the Board. It is the Superintendent's responsibility to develop and implement a thorough and efficient system of education for all students in the county public schools. The Superintendent shall see that all federal and state laws relating to education are understood and put into effect by the staff of the school system and shall ensure the adherence to and appropriate application of the Public School Laws of Maryland with their bylaws and the policies and bylaws of the local and State Board.

C. POSITION

To carry out the duties of the Office of Superintendent, Maryland Education law outlines a broad array of responsibilities and powers which shall be judiciously administered. Among these responsibilities are:

1. the administration of oaths to witnesses;
2. the explanation of the intent and meaning of applicable laws, policies, and regulations and, subject to appeal to the Board, adjudication of controversies and disputes related to them;
3. the approval and signing of contracts;
4. the preparation of required correspondence and reports, including all those required by the –United States Department of Education, the Maryland State Department of Education, and the Board;
5. the development of professional and support staff;
6. the periodic visitation of the schools to improve the overall quality of education;
7. the continual evaluation of the instructional program;

8. the preparation and recommendation of curriculum guides, courses of study, and other teaching aids for adoption by the Board;
9. the provision of lists of textbooks, equipment, and materials needed by the schools;
10. the preparation and presentation of the annual budget and activities designed to secure the funding for its implementation;
11. recommendations concerning condemnation, remodeling, or repairs to school sites or buildings; and
12. the provision of clerical help that is needed to issue work permits.

D. IMPLEMENTATION

The Superintendent is authorized to develop regulations to implement this policy.

Policy History: Adopted on 02/03/16.

Note previous policy history: Replaces Policy 301.02, adopted 6/2/82, revised 12/2/92.