

PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS
Board of Education
Upper Marlboro, Maryland

4112
Policy No.

BOARD OF EDUCATION POLICY

PERSONNEL

PERMANENT PERSONNEL

Appointment of Personnel

I. Policy Statement

The appointment of competent and highly qualified personnel is essential to achieving excellence in equity in our learning and work environments, and workforce and operational excellence for the effective operation of Prince George's County Public Schools (PGCPS).

II. Purpose

The purpose of this policy is to provide direction for a comprehensive and equitable process for the appointment of PGCPS personnel.

III. Definitions

Within the context of this policy, the following definitions apply:

- A. Appointment – An act whereby the Board of Education (Board) hires a qualified candidate for a position.
- B. Nominee – The applicant selected by the Chief Executive Officer (CEO) to be recommended to the Board for approval.

IV. Standards

- A. Appointment of Executive Team

The CEO shall hire and set the salaries of a chief operating officer, a chief financial officer, a chief academic officer, a chief of staff, a board liaison, and other necessary executive staff.

B. Appointment of Certificated Staff

1. Upon the recommendation of the CEO, the Board shall appoint the following certificated administrative and supervisory positions:
 - a. Executive
 - b. Supervisors
 - c. Principals
 - d. Assistant Principals
 - e. Other certificated educational personnel

C. Appointment of Non-Certificated Personnel

The Board grants to the CEO the authority to appoint all non-certificated personnel.

D. Acting Appointments

The CEO may appoint employees to fill administrative and supervisory positions on an acting basis if the permanent employee is absent or in extenuating circumstances as determined by the CEO.

E. Appointment Process

1. Upon selection of the nominee for the recommendation to the Board for approval, the CEO will provide the Board with a written nomination and the following information about the position and nominee:
 - a. Job description of the position
 - b. A nominee's resume which shall include but not be limited to, information regarding:
 - 1) educational qualifications;
 - 2) all previous professional and career experience; and
 - 3) such other information that may be pertinent to the nominee's qualifications.
2. The CEO's recommendation and the nominee's qualifications will be discussed in Closed Session and a decision will be made by the Board about the appointment of the nominee at the public Board meeting.

V. Implementation and Responsibilities

The CEO is authorized to develop administrative procedures consistent with this policy.

VI. References

A. Legal

Annotated Code of Maryland, Education Article §§ 4-103, 4-107(d)(1), 6-201
Annotated Code of Maryland, General Provisions Article § 3-305

B. Policies

Board Policy 4111 – Employment - Recruitment

VII. History

Policy Adopted
11/12/74

Policy Amended
12/14/89

Policy Amended
5/12/03

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4/20/06

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