

PERSONNEL: Professional

Temporary and Part-Time: [Summer] Curriculum Development Workshop Participants

[1]. Criteria for Selection of [Summer] Curriculum Development Workshop Participants

I. PARTICIPANTS MAY BE APPOINTED BY THE SUPERINTENDENT OR SELECTED THROUGH THE APPLICATION PROCESS.

II. IF AN APPLICATION PROCESS IS USED, THE APPLICANT WILL:

A[a.] [The applicant will have] POSSESS a minimum of two (2) years of teaching experience in Baltimore County PUBLIC SCHOOLS (BCPS). AN EXCEPTION [Exceptions] [can] MAY be made for A TEACHER [teachers] with less than two (2) years OF EXPERIENCE when HE/SHE [they] IS [are] needed for A specific program[s].

B[b.] [The applicant will be] HOLD a PROFESSIONAL CERTIFICATION [certified teacher] in the field of the requested curriculum development workshop. An exception [to this rule] MAY BE MADE [should allow] for participation of A TEACHER [persons] in A related FIELD [fields] WHEN THERE IS A NEED FOR A PERSON FROM A SPECIALIZED PROGRAM. A [provisional] QUALIFIED teacher WITH A VALID CONDITIONAL CERTIFICATION may be employed in the event a [certified] teacher WITH A VALID PROFESSIONAL CERTIFICATION does not meet the criteria needed for the responsibilities of the workshop.

C[c.] [The applicant will be evaluated by] RECEIVE A RECOMMENDATION FOR PARTICIPATION FROM his/her [regular] principal [and] /supervisor.

D[d.] [The teacher should have] POSSESS THE [ability] ABILITIES AND [to contribute to a curriculum workshop by nature of his/her] competencies indicated in the specific workshop release and special application.

[e.] The teacher will have the privilege of viewing his/her evaluation and may add any further comments deemed appropriate or helpful.

- f. Teachers participating in regular curriculum workshops preferably will hold the Advanced Professional Certificate.
 - g. If qualified applicants outnumber summer curriculum workshop opportunities, preference in selection will be given to the applicant with the most experience in Baltimore County.
2. General Process for Selection of Curriculum Development Workshop Participants
- a. Opportunities to serve in curriculum workshops will be made available to as many different individuals as possible. A person participating in curriculum workshops for more than one (1) summer in succession will do so only if the nature of the workshop is a continuing one or if he/she is the best qualified candidate for the position in a different workshop.
 - b. The best qualified persons shall be assigned to curriculum workshops regardless of ten- (10) or twelve- (12) month employment. Funds budgeted for summer curriculum workshops are for ten- (10) month employees only. Therefore, ten- (10) month salaries are the only ones considered in determining the number of participants to be selected.
 - c. Every effort will be made to notify all potential summer curriculum workshop participants by mail of their acceptance by April 1 of each year.
 - d. In addition to contact by U. S. Mail, teachers may be contacted by telephone. A reasonable length of time must be allowed following contact by mail for the teachers to accept by April 30.
 - e. Application blanks will be made available by February 1 so that they may be submitted by February 28.
 - f. Summer curriculum workshop opportunities shall be advertised and promoted by the central staff, supervisors, and local administrators.
 - g. The advertisement shall indicate the nature and goals of the workshop as well as the experience and preparation needed for consideration as a candidate. Following receipt of a letter of interest, the Department of Curriculum and Instruction will forward a special application to the candidate indicating more specific skills and experience required. This

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application shall be completed by the candidate and will be evaluated by the principal and instructional supervisor. The candidate shall have an opportunity to review this evaluation. He/she shall also submit with the application attached materials, resumes and other related data that might be used for furthering his/her candidacy. The Department of Curriculum and Instruction, including the coordinator and supervisor of the sponsoring office, will make the final decision based on the candidate's demonstrated ability in his/her field and his/her specialized background and particular competencies related to the curriculum problem under study, his/her writing ability, and his/her ability to contribute constructively to the group process. Persons not selected will be so notified.

- h. All participants in Baltimore County sponsored summer curriculum workshops shall be paid on the same teacher salary scale regardless of the source of funds.]

Rule
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Superintendent of Schools