Garrett County Public Schools
40 South Second Street
Oakland, MD 21550

Teachers' Hours, Student/Instructional Staff Ratios, Vacancies

Administrative Procedure

Teachers' Hours

Teachers' duty day and duty week are to be set in keeping with the terms of the negotiated agreement. Principals may arrange a duty week schedule which includes an elongated day for administrative purposes, subject to the approval of the superintendent.

Student/Instructional Staff Ratios

It is the intent of the Garrett County Public Schools that, insofar as student enrollment and teacher talents permit, the student/instructional staff ratio shall be equally distributed.

Vacancies

The Director of Personnel shall forward to each school announcements of vacancies in administrative staff or new positions, indicating minimum requirements needed, as well as duties and responsibilities, qualifications, and salary, at least ten (10) days in advance of filling vacancies.

If a position is to be filled during the summer months, persons who indicated an interest in the position through the procedures outlined below shall have notices of such vacancy mailed to their summer address.

Each spring the Director of Personnel shall send to all certificated employees copies of a letter of intent on which employees may express their qualifications and intent to apply for such positions as may become available in the future. This form is to be returned by the date indicated thereon.

In filling vacancies, current employees shall receive first consideration. Transfers, both voluntary and involuntary, will be made by the Superintendent of Schools in accordance with Article 6-201 of the Annotated Code of Maryland.

Certificated & Other Professional Personnel 533 HML
Adopted
Revised 04/11/74, 08/13/81, 06/08/84, 04/05/94