

tions that govern it. The Board's nine members are appointed by the Governor for staggered five-year terms (Code Education Article, secs. 2-101 through 2-205).

The State Board of Education appoints the State Superintendent of Schools for a four-year term. He directs the State Department of Education and executes the policy and enforces the regulations adopted by the Board (Code Education Article, secs. 2-301 through 2-303). The State Department of Education consists of the State Superintendent of Schools and the professional staff employed by the Board to assist him. The organization of the Department includes the Office of Administration and Finance; Division of Certification and Accreditation; Division of Compensatory, Urban, and Supplementary Programs; Division of Instruction; Division of Instructional Television; Division of Library Development and Services; Maryland Advisory Council on Libraries; Division of Special Education; Division of Vocational Rehabilitation; Governor's Committee on Employment of the Handicapped; Attendant Care Program Advisory Committee; and Division of Vocational-Technical Education.

OFFICE OF ADMINISTRATION AND FINANCE

John E. Tritt, *Assistant State Superintendent*
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The Office of Administration and Finance develops and implements State Department of Education policies, procedures, and systems for administrative operations in such areas as Personnel Services, Information Systems, and General Services, as well as pupil transportation and school food services.

DIVISION OF CERTIFICATION AND ACCREDITATION

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The Division of Certification and Accreditation both regulates and administers functions relating to the certification of teachers and the accreditation of nonpublic schools.

The Division issues certificates to teachers in the public, nonpublic, and independent schools and in various other institutions of the State. It interprets certification standards and administers interstate reciprocity in certification of teachers. The Division also provides an advisory and consultative service on school staffing.

The Division evaluates teacher education programs offered by State colleges and universities and provides consultative services for the improvement of such programs.

The Division interprets and implements State statute and State Board of Education bylaws relating to the approval of all levels of nonpublic education from nursery school through secondary school. Certificates of approval are issued to approved schools.

The Division administers the General Education Development (GED) testing program that leads to the attainment of the Maryland high school diploma. It also administers the Maryland Professional Development Academy and internal staff development programs.

DIVISION OF COMPENSATORY, URBAN, AND SUPPLEMENTARY PROGRAMS

Velma R. Speight, *Assistant State Superintendent*
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The Division of Compensatory, Urban, and Supplementary Programs administers and supervises federal and State programs concerned with improving the educational development of economically and socially deprived children. The primary function of the Division is to coordinate the State leadership and administrative responsibilities of these programs so as to provide maximum support and supplementary services to the local school systems of Maryland.

The array of federal educational programs necessitates coordination at the State Department level to ensure that these supplementary services achieve legislative intent and benefit to the greatest degree the school children of Maryland.

DIVISION OF INSTRUCTION

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Telephone: 659-2328

The Division of Instruction develops and recommends to the State Superintendent policy guidelines for programs and services in elementary and secondary schools. These guidelines include curriculum and adult continuing education in all public schools and State agency educational programs. The Division evaluates education programs to include the accountability program; insures the implementation of policies, guidelines, programs, and services through staff development, program audits, and supervision; and conducts conferences of personnel of the county school systems on matters relating to content,