

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 1957, Art. 77, secs. 37-39). The State Department of Education consists of the State Superintendent of Schools and the professional staff employed by the Board to assist him. The Department has six divisions.

#### **Division of Instruction**

The Division of Instruction provides leadership in planning and supervising education for children and adults in the public schools of the State. Among the specific aids it supplies are courses of study which it plans in cooperation with teachers, certain types of visual aids, and workshop and consultant service. It also plans programs for the handicapped and assists with their education (Code 1957, Art. 77, secs. 26, 40-42, 241-42).

#### **Division of Vocational Education**

The Division of Vocational Education supervises the vocational curricula of the public schools: home economics, agriculture, and industrial arts. In addition, the Division renders educational services to industry. The Federal funds granted to the State for these purposes are allocated through the Division (Code 1957, Art. 77, secs. 285-88).

#### **Division of Finance and Research**

The finance section of this Division prepares the annual State public school budget. It maintains budget and accounting records and distributes funds made available to the local school system by the State and Federal governments. In addition, this unit provides auditing services and fiscal advice to the State teachers colleges.

The research section compiles all statistical records necessary for the efficient administration of the public school system. These records provide a guide to the services rendered by the Department in the planning, construction, staffing, supervision, and administration of the public schools. In addition, the research section conducts statistical studies as they are requested by the State Board of Education or the State Superintendent of Schools.

#### **Division of Certification and Accreditation**

The Division of Certification and Accreditation accredits all Maryland schools and colleges, public and private, and certifies their professional and academic staffs. It provides leadership in teacher education, licenses and inspects Maryland trade and vocational schools, supervises the school lunch program, and administers high school equivalence examinations (Code 1957, Art. 77, secs. 25, 41, 99-107).

#### **Division of Library Extension**

400 Cathedral Street, Baltimore 1

The Division of Library Extension, established within the State Department of Education by the General Assembly of 1945, exercises supervision over school libraries and county libraries operating under the State-Aid Act of 1945. The Division provides direct service of