

Superintendent of Schools and the professional staff employed by the Board to assist him. The Department has nine divisions (Code 1957, 1969 Repl. Vol., 1972 Supp., Art. 77, secs. 30, 32).

Division of Instruction

The Division of Instruction provides leadership in planning and supervising education programs for children and adults in the public schools of the State. Supervisory and instructional services are available in all subject matter area, general curriculum, special education for the handicapped, and pupil services. The Division initiates and supports the development of curriculum guides and certain visual aids; it encourages good educational practices through workshops, consultant services, and demonstrations. The Division also assumes leadership in the development of programs under Federal funding for local units, and specifically administers programs under Title II-B of the Federal Adult Basic Education Program, Title VI of the Elementary and Secondary Education Act, and the Civil Defense Adult Education Program. In addition, the Division administers State-funded programs, such as Aid to the Handicapped, School Community Centers, and General Adult Education.

Division of Administration and Finance

The services of the Division of Administration and Finance include in the offices of the Superintendent and Deputy Superintendent those of legal services, departmental planning, and informational services; the office of administrative services composed of budgeting, legislative services, State aid, food service, pupil transportation, driver education and pedestrian safety; the office of fiscal management and services including accounting, auditing and scholarship determination and enforcement; and publications and personnel administration.

The Office of Administrative Services prepares the annual State aid and departmental budgets. The Office of Fiscal Management distributes the funds made available to the local school systems by the State and Federal governments and provides auditing and fiscal advice. (Code 1957, 1969 Repl. Vol., 1973 Supp., Art. 77, secs. 17, 19, 92-94, 123-132).

Division of Library Development and Services

The Division of Library Development and Services, established within the State Department of Education by the General Assembly of 1945, is responsible for providing leadership for the planning and coordinated development of library and information services in the State, for developing the necessary information networks and resource centers, and for providing technical and advisory services to public, school, and institutional libraries. The Division develops State plans, standards, and programs for libraries provided for in the law. It is responsible for the provision of an interlibrary loan service of materials through contract with the Enoch Pratt Free Library of Baltimore with back-up resources being provided through the McKeldin Library of the University of Maryland. Chapter 770, Acts of 1971 provided for the establishment of regional resource centers outside the Baltimore metropolitan area and designed the Enoch Pratt Free Library as a State resource center. The Division also provides library services for the blind and physically handicapped readers in the State and gives advisory and planning services to Maryland State institutions and agencies. The Division of Library Development and Services coordinates library service with local community and educational agencies and administers State and Federal funds available for library