

## NOTICE OF POSITION VACANCY

### **SUPERINTENDENT OF SCHOOLS BROOKE COUNTY BOARD OF EDUCATION WELLSBURG, WEST VIRGINIA**

1. **QUALIFICATIONS:** An applicant must satisfy the Brooke County Board of Education that, if appointed, he or she will comply with the qualification criteria of West Virginia Code §18-4-2 before entering into the duties of superintendent on July 1, 2019. The §18-4-2 electronic link is:

<http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=18&art=4&section=2#04>

The above-stated statutory qualifications are minimum qualifications. Consideration shall be afforded to applicants who possess qualifications that meet and exceed the minimum requirements for the position.

**Brooke County Board of Education Search Coordinator's Note:** Before applying for the position, an interested applicant having any questions regarding qualifications, including certification criteria established in West Virginia Board of Education Policy §5202, may wish to contact Robert Hagerman, Executive Director / Office of Educator Effectiveness and Licensure / West Virginia Department of Education. His preferred contact information is [rhagerma@k12.wv.us](mailto:rhagerma@k12.wv.us). The telephone number is 304-558-7010.

Additionally, interested applicants should refrain from addressing inquiries relative to qualifications to the West Virginia School Board Association (WVSBA), which is providing general superintendent search services to the Brooke County Board of Education, or to any member or members of the Brooke County Board of Education or to any Brooke County Board of Education Central Office Administrative Staff.

After the successful candidate is chosen by the Board, he or she will be required, as a condition of employment, to file with the Board's President the tuberculosis certifications required by West Virginia Code §18-4-2.

Applicants should not submit these certifications with their application.

2. **RESIDENCY:** The applicant who is awarded the position must, throughout his or her tenure as superintendent, satisfy the statutory residency requirement for county superintendent, which is that he or she be a resident of West Virginia and a resident of Brooke County or a contiguous county in West Virginia.
3. **DUTIES:** As established by West Virginia §18-4-10, the county superintendent shall "Act as the chief executive officer of the county board as may be delineated in his or her contract or other written agreement with the county board, and, under the direction of the state board, execute all its education policies." The superintendent

shall have all such other duties as specified in (a) West Virginia Code (including, without limitation, W. Va. Code §§ 18-4-10, 18-4-11 and 18-5-25), (b) the policies of the West Virginia Board of Education, and (c) Brooke County Board of Education policies.

4. **TERM OF EMPLOYMENT:** A written contract for a period of one to four years, beginning July 1, 2019, shall be issued in accordance with West Virginia Code §18-4-1.
5. **SALARY:** Negotiable, commensurate upon qualifications and experience, including experience as a county schools superintendent, school administrator, principal or in a similar position, providing that qualifications as described in part 1, above, are met.
6. **BENEFITS:** The Brooke County Board of Education makes available to all employees who qualify certain benefits. The superintendent may participate and receive these benefits upon the same terms and conditions that apply to other employees. Benefits are medical insurance, optical insurance, dental insurance, life insurance, liability insurance, paid personal leave, paid sick leave, sick leave bank, vacation (261-day contract), OS Day Compensation, Social Security, Tax Sheltered Annuity, Workers' Compensation and West Virginia Teachers Retirement. Use of a county vehicle is provided to the Superintendent as a non-cash benefit subject to certain limitations. Provision of other benefits will be subject to negotiations with Brooke County Board of Education before the superintendent's contract of employment is finalized.
7. **EVALUATION:** Evaluation of the county superintendent shall be in accordance with West Virginia Code §18-4-6, West Virginia Board of Education Policy 5309 and any applicable Brooke County Board of Education policies.
8. **APPLICATION PROCEDURE:**  
**Search Coordinator's Note: Deadline to apply for position is May 1, 2019, unless extended by action of the Brooke County Board of Education.**
  - (a) Provide the following documents either in hardcopy form or PDF to the West Virginia School Board Association:
    - A letter expressing interest in the position
    - A current résumé or curriculum vitae
    - Three written letters of reference with having current contact information to:

Forward hardcopy documents to:

Brooke County Schools Superintendent Search  
C/o West Virginia School Board Association (WVSBA)  
Post Office Box 1008  
Charleston, WV 25324

**PDF documents may be forwarded in the manner described in 8(c).**

- (b) **NARRATIVE QUESTIONS:** Once applications are received as listed in 8 (a) above each applicant will receive five (5) narrative pre-screening questions for response within three (3) days of WVSBA's receipt of documents listed above or PDF files.

(c) **SUPERINTENDENT SEARCH DOCUMENT FORMAT FOR APPLICANTS**

- Hardcopy documents, as described above, are preferred, although documents may be forwarded electronically if placed in PDF format. Documents placed in Word or similar format will not be accepted.
- If documents have been prepared in PDF format, forward to:

[info@wvsba.org](mailto:info@wvsba.org)

- Applicants will be notified when documents have been received either by U.S. Mails or electronic format
- The Brooke County Board of Education dissuades applicants from using both the hardcopy and PDF format. **Please select either the hardcopy format or the PDF format.**

9. **ASSOCIATION'S ROLE:** The West Virginia School Board Association's (WVSBA) role in this search and selection process includes (a) making available, through various venues and formats, information regarding the position vacancy, including how one may apply for the position, (b) gathering of search-process generated information, including letters of reference and related items, for submission to the county board, (c) preparing, for board approval, items to be included in any final contract and, if approved by the board under separate agreement with the Association, preparing a contract for the successful applicant/finalist having been appointed by the county board, (d) completing, to the satisfaction of the county board, such other duties,

responsibilities and attendant services as may be agreed upon by the Brooke County Board of Education and the Association.

In fulfilling its role, as described in the foregoing paragraph, the Association shall strive to remain neutral with respect to the candidacy of any applicant or finalist for the superintendent position. The Association will not sponsor or promote any candidate. Nor will the Association advocate against any candidate(s) or finalist(s). The evaluation of any candidate(s) or finalist(s) qualifications is an exclusive function of the Brooke County Board of Education.

10. **CONTACTING OF MEMBERS:** As requested by the Board, please refrain from contacting Brooke County Board of Education Members in context of the selection process.
11. **RELEASE OF INFORMATION:** As Brooke County Board of Education may be aware, the Brooke County Board of Education is subject to West Virginia's Freedom Of Information Act to the extent such Act may cover its superintendent search processes and procedures.
12. **NON-DISCRIMINATION:** No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program, activity, or employment available in any school on the basis of race, color, creed, ancestry, sex, religion, political belief, age, national origin, linguistic and language differences, sexual orientation, gender, gender identity, gender expression, socioeconomic status, height, weight, marital or familial status, disability or veteran status.

For inquires and questions regarding the application of nondiscrimination policies contact:

Deputy Superintendent                  Corey Murphy                  [cmurphy@k12.wv.us](mailto:cmurphy@k12.wv.us)

Mr. Murphy can be reached at 304-737-3481, ext. 210 and/or Brooke County Schools, 1201 Pleasant Avenue, Wellsburg, WV 26070.

13. **COUNTY BOARD OF EDUCATION DISTRICT SPECIFICS: Schools: 8:** 2 elementary schools (grades K-2); 2 intermediate schools (grades 3-4); 1 middle school (grades 5-8); 1 high school (grades 9-12); 1 alternative learning center; universal Pre-K program; 2915 students, declining enrollment; 249 professional personnel; 170 service personnel; \$39 million budget. Excess levy \$7,788,239.

For additional information regarding the Brooke County, WV, School District visit:  
<http://Brooke.schoolwires.net>

- **FOR MORE DETAILED INFORMATION REGARDING BROOKE COUNTY, WV:**

- West Virginia Archives & History / Brooke County - <http://www.wvculture.org/history/archives/counties/brooke.html>
- Brooke County Convention and Visitor's Bureau - <http://brookewv.org/>

14. **GENERAL BROOKE COUNTY SUPERINTENDENT SEARCH QUESTIONS:** Contact Howard M. O’Cull, Ed.D., W. Va. School Board Association Executive Director / Brooke County Board of Education Superintendent Search Coordinator, 304-346-0571, office.

Dr. O’Cull’s preferred email address is [hocull@wvsba.org](mailto:hocull@wvsba.org)

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