

## NOTICE OF POSITION VACANCY

**SUPERINTENDENT OF SCHOOLS  
MARSHALL COUNTY BOARD OF EDUCATION  
MOUNDSVILLE, WEST VIRGINIA**

1. **QUALIFICATIONS:** An applicant must satisfy the Marshall 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.

**Marshall 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 Marshall County Board of Education, or to any member or members of the Marshall County Board of Education or to any Marshall 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 Marshall 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) Marshall 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 Marshall County Board of Education makes available to all qualifying employees certain benefits. The superintendent may participate and receive benefits upon the same terms and conditions that apply to other employees. Benefits are: medical insurance, free employee optical insurance, free family dental insurance, Flexible Spending Account (FSA), life insurance, liability insurance, paid personal leave, paid sick leave, sick leave bank, unused leave compensation, vacation (260-day contract), OS Day Compensation, Social Security, Tax Sheltered Annuity, Workers’ Compensation, Unemployment Compensation and West Virginia retirement. Provision of other benefits will be subject to negotiations with Marshall County Board of Education before the 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 Marshall County Board of Education policies.
8. **SUPERINTENDENT’S CONTRACT - MARSHALL COUNTY BOARD OF EDUCATION:**

Based on the existing contract of employment with its county superintendent, the Marshall County Board of Education provides these benefits. Benefits for the incoming county superintendent are subject to negotiation:

Existing benefits include:

- The Superintendent shall receive annually vacation days as delineated below exclusive of legal holidays, and shall be entitled to **1** day per month of personal leave for

illness and other causes as provided by state law and Board policy. Vacation days earned as delineated below during a fiscal year within this contract period must be utilized prior to the Superintendent utilizing any other carryover vacation days which had been earned by the Superintendent prior to his first becoming Superintendent.

The Superintendent shall receive twenty **(20)** paid vacation days each year of the contract excluding legal holidays.

Additionally,

The Board shall provide the following additional benefits, subject to limitations of the School Laws of West Virginia:

- a. The Superintendent shall have the use of a Board-owned cellular telephone and service, at the Board's full expense, such service including both local and long distance calling, to carry out the responsibilities and duties of the position of Superintendent of Schools, including incidental personal use of said cellular phone.
- b. The Board shall pay the annual dues of the American Association of School Administrator's organization and the West Virginia Association of School Administrators on behalf of the Superintendent.
- c. The Board, at the request of the Superintendent and when in accordance with state and Federal law, shall withhold and transfer an amount of salary to be determined by the Superintendent, annually, semi-annually or monthly, permitting the Superintendent to participate in a tax-deferred annuity program of his choosing.

9. **APPLICATION PROCEDURE:**

**Search Coordinator's Note: Deadline to apply for position is 4 p.m., May 10, 2019, un-less extended by action of the Marshall 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:

Marshall 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@wvsvba.org](mailto:info@wvsvba.org)

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

10. **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 Marshall 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 Marshall County Board of Education.

11. **CONTACTING OF MEMBERS:** As requested by the Board, please refrain from contacting Marshall County Board of Education Members in context of the selection process.
12. **RELEASE OF INFORMATION:** As Marshall County Board of Education may be aware, the Marshall 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.
13. **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.

The following persons have been designated to handle inquiries and questions regarding the application of nondiscrimination policies:

*Shelby Haines*  
*Title IX Coordinator*

*Stanley C. Stewart*  
*Employees/Employment*

*Karen Klamut*  
*Students/Educational Programs*

*Shelby Haines*  
*Section 504*

14. **COUNTY BOARD OF EDUCATION DISTRICT SPECIFICS: Number of Schools Fitting**  
**These designations:** 1 primary; 6 elementary 1 intermediate; 3 middle schools; 2 high schools; 13 universal Pre-K program; 2 Career/Technical Education centers at high schools; and 1 Alternative Education Center; 4,556 students; 447 professional personnel; 13 central office administrators; 297 service personnel; \$80 million budget.

For additional information regarding the Marshall County, WV, School District visit <http://boe.mars.k12.wv.us/>

15. **GENERAL MARSHALL COUNTY SUPERINTENDENT SEARCH QUESTIONS:** Contact Howard M. O’Cull, Ed.D., W. Va. School Board Association Executive Director / Marshall 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)