

NOTICE OF POSITION VACANCY

SUPERINTENDENT OF SCHOOLS WIRT COUNTY BOARD OF EDUCATION ELIZABETH, WEST VIRGINIA

1. **QUALIFICATIONS:** An applicant must satisfy the Wirt 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, 2020. The §18-4-2 electronic link is:
<http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=18&art=4§ion=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.

Wirt 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. The telephone number is 304-558-7010.

Additionally, interested applicants should not address inquiries relative to qualifications to the West Virginia School Board Association (WVSBA), which is providing general superintendent search services to the Wirt County Board of Education, or to any member or members of the Wirt County Board of Education or to any Wirt 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, that he or she is a resident of West Virginia and a resident of Wirt County or a contiguous county in West Virginia at the time of actually entering into the duties of the position. To the extent state statute permits such, the Wirt County Board of Education states its preference is that the applicant who is awarded the position reside in Wirt County.

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) Wirt County Board of Education policies.
4. **TERM OF EMPLOYMENT:** A written contract for a period of 1, 2, 3, or 4 year(s), beginning July 1, 2020, 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 are met.
6. **BENEFITS:** The Wirt County Board of Education makes available to all qualifying employees certain benefits. The superintendent may participate and receive these benefits upon the same terms and conditions that apply to other employees. Benefits include medical insurance, optical insurance, dental insurance, disability insurance, life insurance, paid personal leave, vacation, Social Security, Workers’ Compensation, West Virginia retirement, Unemployment Compensation, sick leave donation for catastrophic leave, and six (6) Outside School Environment (OSE) Days with pay. Provision of other benefits is subject to favorable negotiations with the Wirt County Board of Education. As per state Code, school employees are insured against certain actions through the West Virginia Board of Risk and Insurance Management (BRIM) subject to the agency’s policies and procedures.
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 Wirt County Board of Education policies.
8. **APPLICATION PROCEDURE:**
 - (a) Provide the following documents, forwarding to the West Virginia School Board Association:
 - (a) A letter expressing interest in the position
 - (b) Contact information from three references, and
 - (c) Letters of reference from those individuals

➤ A current résumé or curriculum vita

- **Note:** Hardcopy is the preferred format for documents. Documents, however, may be forwarded electronically if placed in PDF format. **Documents placed in Word or similar format will not be accepted.**

Forward documents to:

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

- If documents have been prepared in PDF format, forward to:

info@wvsba.org

- (b) **DEADLINE:** Deadline for receipt of documents relative to the Wirt County Superintendent Search position is 4:00 p.m., April 3, 2020 (4/3/2020). Accordingly, all documents must be received or postmarked by that date. Unless the Wirt County Board of Education determines otherwise the deadline for submitting superintendent search documents will not be extended.

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

- Applicants will be notified when documents have been received either by U.S. Mail or electronic format
- In forwarding the documents as described in 8 (a) and (b), as delineated above, applicants should refrain 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 Wirt 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 Wirt County Board of Education.

10. **CONTACTING OF MEMBERS:** As requested by the Board, please refrain from contacting Wirt County Board of Education Members in context of the selection process.
11. **RELEASE OF INFORMATION:** The Wirt County Board of Education is subject to West Virginia's Freedom Of Information Act to the extent such Act may cover these 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.

The following Central Office staff member has been designated to handle inquiries and questions regarding the application in terms of various nondiscrimination policies should such questions arise:

Inquiries are to be forwarded to MaryJane Pope Albin, Superintendent of Schools / 304.275-4279 / malbin@k12.wv.us/

13. **COUNTY BOARD OF EDUCATION DISTRICT SPECIFICS:** 1 PK-4 school; 1 5-8 middle school; 1 High School includes vocational; 995 students; central office staff - 4 professional, and also 2 professional shared services, 4 service; 98 professional full-time employees; 57 service personnel full-time employees; \$13.5 million budget (The WCBOE's excess levy comprises \$1.1 million of the above amount).

For additional information regarding the Wirt County, WV, School District visit <https://www.wirtcountyschools.com/>

14. **FOR MORE DETAILED INFORMATION REGARDING WIRT COUNTY, WV:**

https://en.wikipedia.org/wiki/Wirt_County_Schools

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

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