

Marion County Schools
Fairmont, WV 26554

Notice of Vacancy – Superintendent of Schools

MINIMUM QUALIFICATIONS

1. In accordance with West Virginia Code §18-4-2, a county superintendent shall hold a valid professional administrative certificate endorsed for superintendent, or be eligible for a first class permit endorsed for superintendent
2. Five (5) years of experience as a principal or an administrator which includes supervision and evaluation of staff

PREFERRED QUALIFICATIONS

1. Professional administrative certificate endorsed for superintendent
2. Documented successful experience as a superintendent, assistant superintendent, district level administrator or principal

RESIDENCY

- The applicant who is awarded the position must, during his or her tenure as superintendent, as required by State Code, satisfy the residency requirements for county superintendent, which requires that he or she be a resident of Marion County or a contiguous county in West Virginia.

DUTIES

- As established by West Virginia Code §18-4-1 and §18-4-11

TERM OF EMPLOYMENT

1. A written contract for a period of one to four years, beginning July 1, 2021, shall be issued in accordance with West Virginia Code §18-4-1
2. The annual contract shall reflect 261 employment days

SALARY

- The annual salary for the superintendent shall be negotiated, be commensurate with qualifications, credentials and experience as an administrator

BENEFITS

1. The superintendent may participate in and receive benefits such as, but not limited to medical insurance, life insurance, paid personal leave, paid vacation days, Social Security, Worker's Compensation and West Virginia retirement
2. Provisions for any other benefits will be subject to negotiations with the Marion County Board of Education before a contract of employment is finalized

APPLICATION PROCESS

1. Each interested applicant must submit a Letter of Intent, Current Resume and three (3) Letters of Recommendation
2. The current resume shall include: a chronology of work history, education experiences, preferred email and phone number used for contact and a list of references including current phone numbers
3. All letters of intent, resume and supporting documents for employment must have 6 copies attached
4. Application packets must be received no later than 4:00 p.m. on May 11, 2021
5. Application Packets may be Mailed to:

**Marion County Board of Education
Mary Jo Thomas, President
1516 Mary Lou Retton Drive
Fairmont, WV 26554**

DISCLOSURE OF APPLICANT'S NAME

- The Marion County Board of Education reserves the right to disclose the identities of the applicants for the position in the context of the selection procedure, including, but not limited to, those applicants selected for interview by the board. Additionally, the names of applicants may be released in response to requests for such under the Freedom of Information Act (FOIA)

NON-DISCRIMINATION

- As required by Federal laws and regulations, the Marion County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in employment in the administration of any of its educational programs or activities

POSTING PERIOD

April 28, 2021 – May 11, 2021

CONTACTING OF BOARD MEMBERS

- All applicants and/or potential applicants are to refrain from contacting any member of the board regarding the position reference in the Notice of Vacancy or context of selection