

Notice of Position Vacancy

Superintendent of Schools Mercer County Board of Education Princeton, West Virginia

1. **QUALIFICATIONS:** An applicant must satisfy the Mercer 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, 2021. 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.

Mercer 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 Mercer County Board of Education, or to any member or members of the Mercer County Board of Education or to any Mercer 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 Mercer 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 Mercer County Board of Education states its preference the applicant who is awarded the position reside in Mercer 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) Mercer 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, 2021, 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 Mercer 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 bank, catastrophic leave, and six (6) Outside School Environment (OSE) Days with pay. Provision of other benefits is subject to favorable negotiations with the Mercer 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 Mercer County Board of Education policies.
8. **APPLICATION PROCEDURE:**
 - a. Provide the following documents, forwarding to the West Virginia School Board Association:
 - A letter expressing interest in the position, including contact information from three references. Note: Please forward letter expressing interest and contact information from three references only. Do not include letters of reference from these individuals
 - A current resume or curriculum vitae
 - Brief narrative answer to the questions in addendum thereto

- 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:

Mercer 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@wvsvba.org

- b. **DEADLINE:** Deadline for receipt of documents relative to the Mercer County Superintendent Search position is 4:00 p.m., May 17, 2021. Accordingly, all documents must be received or postmarked by that date. Unless the Mercer 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 Mercer 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 Mercer County Board of Education.

10. **CONTACTING OF MEMBERS:** As requested by the Board, please refrain from contacting Mercer County Board of Education Members and school system employees in context of the selection process.

11. **RELEASE OF INFORMATION:** The Mercer 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.

Inquiries and questions regarding the application in terms of various nondiscrimination policies should such questions arise should be submitted to Howard O'Cull, WVSBA. These inquiries will be forwarded to Deborah Akers, Superintendent Mercer County Schools.

13. **COUNTY BOARD OF EDUCATION DISTRICT SPECIFICS:** Mercer County is nestled in the Appalachian Mountains of southern West Virginia and boasts beautiful views, rivers, trails, and four seasons weather. Outdoor recreation activities such as hiking, biking, ATV riding, camping, and white water rafting are on our doorstep. Mercer County delights in offering its citizens a growing economy, an environmentally enriched setting, and a cultural atmosphere in which to live. Mercer County Schools consists of 1 PK school; 1 PK-2 school; 6 PK-5 schools; 1 PK-6 school; 1 K-2 school; 3 Grades 3-5 schools; 3 K-5 schools; 1 K-8 school; 3 Grades 6-8 schools; 1 Grades 7-12 school; 3 grades 9-12 schools; and 1 Technical Education Center. Current student

enrollment is 8,403. Central Office staff – 21 professional, 20 service; School staff – 765 professional, 418 service. \$116,348,687 budget (The MCBOE’s excess levy comprises \$13.6 million of the total budget).

For additional information regarding Mercer County, WV, School District visit <https://boe.merc.k12.wv.us>

14. **FOR MORE DETAILED INFORMATION REGARDING MERCER COUNTY, WV:** <https://visitmercercounty.com/>

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

Dr. O’Cull’s preferred email address is hocull@wvsba.org.

Addendum Application for Superintendent, Mercer County Schools

1. Two Part Question: Describe what you perceive as the Mercer County Board of Education's fiscal condition and your observation as to the strengths and weaknesses in the budget. Then tell us what experiences you have in forming or running the budget process of a school system.
2. Tell us about your background in curriculum and instruction. What do you feel are the curriculum and instructional strengths of Mercer County Schools and how will you be able to build upon this success?
3. Based upon previous employment positions held, provide some specific examples of how you worked effectively with employee groups; professional staff, service personnel, students, and the community, including the business sector. We are most interested in specific examples.