

**Series 3000 - Personnel Section**

**3100 – Professional Personnel**

**Policy 3201 – Professional Recruitment/Hiring Policy**

**3201.1 INTRODUCTION**

An outstanding educational program in any school system is dependent upon employment and retention of the most qualified personnel. The process for the selection of personnel shall be free from political and other pressures. The board of education is responsible for the conduct of the schools in accordance with state and federal laws and regulations. The superintendent of schools is the chief executive officer of the board of education and has the responsibility for recommending the appointment of all employees. Although the superintendent may assign to others certain duties respecting the appraisal and qualification of candidates, in every case, the final decision as to whether any candidate is to be recommended is the responsibility of the superintendent alone.

Recruiting, screening, interviewing, selecting and assigning all personnel shall be the responsibility of the superintendent and/or his/her designee. It is expected that the superintendent will consult with faculty senates, principals and central office supervisors, whenever possible, in the process. The hiring of all professional personnel shall be on the basis of the applicant with the highest qualifications.

**3201.2 APPLICATION FOR NEW EMPLOYEES, INCLUDING PROFESSIONAL SUBSTITUTES:**

3201.2.1 It is the responsibility of an applicant to complete an application for employment and have a placement file or credentials submitted to the Personnel Office. The applicant is responsible for processing all reference forms.

3201.2.2 In order to be considered all professional applications must include:

a. A minimum of three references from sources indicated on the application form and college placement papers.

b. Official transcriptions of grades, undergraduate and graduate, and grade point averages.

- c. A resume is recommended.
- d. Evaluation from teaching or student/teaching for the previous year
- e. PRAXIS, Advanced Placement credentials, or other state competency tests
- f. West Virginia Department of Education teaching certification or WVDE-issued Student Teaching Permit

3201.2.3 A structured screening process will be scheduled and conducted by the Personnel Office upon completion of the applicant's personnel file to insure that the applicant meets the standards set forth by the Harrison County Board of Education.

3201.2.4 The Personnel Office will conduct all reference checks. In the process of selecting the most highly qualified applicant, directors, specialist, coordinators and other appropriate administrators will provide assistance to the Personnel Office on an individual basis in reviewing credentials and/or screening of candidates.

3201.2.5 Applicants may bid on positions but will not be recommended for a position until they have completed the screening process.

3201.2.6 Applications will be processed if the applicant meets the minimum certification and qualifications for the position.

### **3201.3 CURRENT EMPLOYEES AND NEW APPLICANTS**

3201.3.1 Online bids will be processed by the Personnel Office. All applicants for a position other than substitute will be placed on a matrix that contains the 11 criteria delineated in WVDE Policy 5000: Procedures for Designated Hiring and Transfer of Student Personnel. The matrix will be reviewed by representatives of the faculty senates and principals at schools with vacancies.

### **3201.4 POSTING OF VACANCIES**

3201.4.1 Principals will immediately notify the personnel office of any opening that exists in their buildings. All vacancies shall be posted.

3201.4.2 Vacancy lists will be posted for a minimum of five (5) working days and within twenty working days of such position openings. All postings are made available online through the county website and at individual schools, maintenance and transportation departments, and the Central Office. All county schools and service facilities will receive postings

during the 200-day employment term. After the 200-day employment period, postings will be available online.

- 3201.4.3 Any posting listed on the web site is official. Anyone wishing to obtain a position must submit the necessary bid online. Assistance with online bidding is available at the Central Office as well as the County's webpage. Simply telling someone of intent or interest in a position will not be considered a submission of a bid for a position. A bid for a professional position can be rescinded up to 24 hours after the posting closes. Otherwise, an applicant may not rescind his/her bid.
- 3201.4.4 Posted positions shall include the job description and shall note the elementary and middle schools, grade level(s) and/or age/developmental level(s) of students to be taught, the adolescent subject area(s) to be taught and shall be for the grade configuration of the school listed unless otherwise noted.
- 3201.4.5 If one or more applicants meet the qualifications listed in the job posting, the successful applicant to fill the vacancy shall be selected by the board within thirty (30) working days of the end of the posting period unless the principal determines to repost one time due to bids from fewer than three qualified applicants as provided (See WVBE Policy 5000.). The successful applicant may not assume the position until the beginning of the next instructional term unless the superintendent believes it is in the best interest of the students to move the teacher at an earlier date.

### **3201.5 SELECTION FOR RECOMMENDATION FOR REGULAR EMPLOYEES**

- 3201.5.1 Definitions:
  - 3201.5.1.1 Individuals with the appropriate certification: The endorsement as noted on the professional certificate which notes the specialization(s) and grade levels appearing on any license which designates the program areas to which the holder can be legally assigned within the public schools of West Virginia (18A-3-2).
  - 3201.5.1.2 Individual with the highest amount of teaching experience in the required certification area: Experience obtained by a professional assignment (includes substitute assignments) consistent with the endorsement(s) identified on the educator's license or permissible under state board policy for the posted position in the required certification area and grade level for the posting.
  - 3201.5.1.3 Individual with the highest degree level in the relevant field. Degree levels in the required certification area include: A

Bachelor of Arts (BA), Bachelor of Science (BS), Masters (MA) or Doctorate (Ph.D. or Ed.D.) degree issued by an accredited institution which relates in substantive content to the programs area(s) of the posted position.

- 3201.5.1.4 Individual with the highest academic achievement as determined by a consistent factor among all applicants to be identified in undergraduate grade point average.
- 3201.5.1.5 Individuals with national certification: In the case of classroom teaching, counseling, or administrative positions, certification by the National Board for Professional Teaching Standards.
- 3201.5.1.6 Individual with highest amount of specialized training: Specific requirements necessary to perform the duties of the assignment as noted on the job posting and/or the job description or determined by faculty senate action by September 1 and revised (optional) by February 1 and submitted to the Personnel Department annually.
- 3201.5.1.7 Individuals with satisfactory evaluation: The official collection of data by a supervisor that indicates no unsatisfactory evaluations of performance for the past two years
- 3201.5.1.8 Seniority: Refer to 3201.9
- 3201.5.1.9 Other measures or indicators upon which the relative qualifications of the applicant may be fairly judged and as determined by the faculty senate by September 1 and revised (optional) by February 1 and submitted to the Personnel Department annually.
- 3201.5.1.10 Recommendation of the principal of the school at which the applicant will perform a majority of his/her duties
- 3201.5.1.11 Recommendation, if any, resulting from the process established by the faculty senate of the school at which the employee will perform a majority of his/her duties

**3201.6 CLASSROOM TEACHING AND GUIDANCE COUNSELOR POSITIONS WHEN ONE OR MORE INSTRUCTIONAL PERSONNEL APPLY FOR THE VACANCY**

- 3202.6.1 If one or more permanently employed instructional personnel apply for a classroom teaching or guidance counselor position and meet the standards set forth in the job posting, each criterion under section 3201.5 shall be given equal weight except the principal and faculty senate recommendation, which shall be given double weight.

- 3201.6.2 Upon the written request of the applicant, a written statement of reasons shall be given to the applicant with suggestions for improving the applicant's qualifications.
- 3201.6.3 The faculty senate may establish a process for faculty members to interview new prospective professional educators at the school and submit recommendations regarding employment to the principal, who may also make independent recommendation, for submission to the county superintendent: Provided, that such process shall include an interview chairperson selected by the faculty senate and the principal and must permit the timely employment of persons to perform necessary duties. This process may be amended by February 1 (second semester) and submitted to the Personnel Department.
- 3201.6.4 The faculty senate hiring committee, consisting of three individuals including the chair, who has been elected by a majority of the members at the first meeting of each school year. One of the following options shall be utilized to establish the hiring committee:
- a. Two elected members to assist the chair.
  - b. A committee of 7-11 individuals representing the spectrum of the curriculum and content areas taught at the school. The chair chooses two from the committee for hiring purposes.
  - c. Single designee who has the discretion to ask two other faculty senate members to review application materials with him/her
- 3201.6.5 The Personnel Department will provide the principal with the qualified applicants, who meet the standards set forth in the job posting, for his/her review.
- 3201.6.6 All members of the faculty hiring committee shall complete the WVDE online training for interviews by September 1.
- 3201.6.7 The principal shall inform the faculty interview chairperson, in writing, of an applicant pool and make the hiring matrix available to the hiring committee
- 3201.6.8 The faculty senate may adopt a policy permitting the principal to narrow the pool of qualified applicants to no fewer than three qualified applicants. This policy may be changed prior to September 1 and February 1 (second semester) and submitted to the Personnel Department annually.

- 3201.6.9 The faculty chairperson shall notify the principal in writing, within 24 hours, if an interview of candidates is requested.
- 3201.6.10 A faculty senate hiring committee may make recommendations after reviewing the application materials without participating in an interview. If the faculty senate has determined that an interview point will be awarded on the matrix, then the interview must occur.
- 3201.6.11 All application materials shall be maintained confidentially by all parties and shall not be disclosed or discussed in any manner with individuals who are not part of the hiring committee. Individuals on the hiring committee may be subject to employee discipline as determined by the superintendent if found to be in violation of confidentiality of applicants and/or any aspects of the hiring process.
- 3201.6.12 Interview questions will be created jointly among the principal and faculty senate hiring committee.
- 3201.6.13 In absence of an interview, a faculty senate hiring committee shall deliberate separately from the principal and submit a recommendation for hire in writing to the principal within three days after receipt of application materials.
- 3201.6.14 If an interview occurs, a faculty senate hiring committee shall deliberate separate from the principal and submit a recommendation for hire in writing to the principal within two days after interviews are completed.
- 3201.6.15 The principal and faculty senate shall each send a recommendation to the Personnel Department for submission to the superintendent.
- 3201.6.16 In the event of a tie between two or more permanently employed personnel, the superintendent's discretion, and consideration of the criteria identified in the 11-point matrix, will break the tie

### **3201.7 ALL OTHER PROFESSIONAL POSITIONS NOT FILLED PURSUANT TO POLICY 3201.6**

- 3201.7.1 For other professional positions which are not defined as classroom teacher, guidance counselor, or administrative positions and meet the standards set forth in the job posting, consideration shall be given to each of the following in judging qualifications:
- a. appropriate certification and/or licensure for the position,

- b. amount of experience relevant to the position; or in the case of a classroom teaching position, the amount of experience in the subject area,
- c. degree level or amount of coursework in the required certification area, and degree level in general (BA, BS, MA, Ph.D., Ed.D.),
- d. academic achievement(s) including undergraduate GPA
- e. National certification
- f. specialized training required for the position,
- g. no unsatisfactory performance evaluations conducted according to the provisions of W. Va. Code §18A-2-12 in the past 2 years
- h. seniority
- i. other measures/indicators as determined to meet qualifications, i.e. interviews
- j. recommendation of the supervisor and/or coordinator

### **3201.8 HIRING OF ADMINISTRATIVE POSITIONS**

- 3201.8.1 Posting Requirements: The Personnel Department shall post each administrative position that becomes open according to the following procedures:
  
- 3201.8.2 The posting shall be online, for a minimum of five working days, to include:
  - a. title of the position,
  - b. number of contract days,
  - c. salary range,
  - d. criteria for evaluating the qualifications of candidates for administrative positions as set forth in W. Va. Code §18A.4-7a,
  - e. minimum qualifications for the position, including but not limited to a minimum of 5 years teaching experience in a classroom, shall be established by the superintendent
  - f. and a job description
  
- 3201.8.3 An interview shall occur; however, no more than 25% of the total weight may be attributed to interview results
  - a. The faculty senate of each school shall have the opportunity to conduct a separate interview session, with questions created by the faculty senate.
  - b. The faculty senate shall rank their top 3 candidates and provide the ranking to the superintendent or his/her designee.
  - c. The interview team shall not evaluate the qualifications of the candidates upon other criteria not specified in the job

description, interview questions, or identified in 3201.8.3.

d. Interview team members shall maintain confidentiality with respect to candidate interview performance.

3201.8.4 Consideration shall be given to each of the following in judging qualifications of the candidates for administrative positions:

- a. Appropriate certification and/or licensure for the position
- b. Amount of experience relevant to the grade levels reflected in the position
- c. Degree level or amount of coursework in the required certification area, and degree level in general (BA, BS, MA, Ph.D., Ed.D.)
- d. Academic achievement for coursework related to educational leadership, certification, and/or graduate work in an administration-related degree
- e. National certification
- f. Specialized training required for the position
- g. No unsatisfactory performance evaluation conducted according W.Va. Code within the past two years
- h. Other measures/indicators as determined to meet qualifications, i.e. interviews
- i. Recommendation of the interview hiring committee of three members, including an assistant superintendent(s) and superintendent for principal positions. For assistant principal positions: an assistant superintendent(s), principal(s), and/or superintendent

3201.8.5 The Personnel Department shall maintain written job descriptions for all administrative positions.

3201.8.6 The Board must approve any amendments to job descriptions that are made in connection with minimum qualifications for administrative positions, that upgrade an administrative position, or that downgrade an administrative position

3201.8.7 In the event an interview is identified on the job posting as a criteria to be used in the evaluation of the qualifications of the candidates for administrative positions, each candidate who meets minimum qualifications shall be considered for an interview.

3201.8.8 The Superintendent shall designate the person(s) to formulate the interview questions to be used in a structured interview. The questions shall be calculated to measure the qualifications of the candidates to meet the unique requirements of the position. No person who has been



designated to formulate interview questions may disclose information concerning interview questions or desired responses to anyone in a manner that may result in an unfair advantage to any candidate.

### **3201.9 SENIORITY**

#### **3201.8.1 Professional Personnel**

- 3201.8.1.1 The seniority of classroom teachers, other than guidance counselors, shall be determined on the basis of the length of time the employee has been employed as a regular full-time, certified and/or licensed professional educator by the county board of education and shall be granted in all areas that the employee is certified and/or licensed. For purposes of establishing seniority as hereinafter provided, when an employee holds valid certification or licensure in one or more areas, the seniority shall accrue in each area.
- 3201.8.1.2 Guidance counselors and all other professional employees shall gain seniority in their non-teaching area(s) or professional employment on the basis of the length of time the employee has been employed by the county board of education in that area.
- 3201.8.1.3 Seniority begins to accrue upon the commencement of the employee's duties.
- 3201.8.1.4 Employment for a full employment term shall equal one year of seniority, but no employee may accrue more than one year of seniority during any fiscal year. Employment for less than the full employment term shall be prorated.
- 3201.8.1.5 For bidding purposes seniority will be computed at the end of the posting period.