

CHAPTER 3

3.1.4 Transfer of Professional Personnel (Revised 3/12/91), (Revised 10/14/97), (Revised 02/27/2007)

1. The transfer of professional employees by the Marshall County Board of Education shall proceed only upon recommendation of the County Superintendent of Schools and in accordance with the applicable school laws. On the date this policy was adopted, the applicable school laws included West Virginia Code § 18A-2-7 and § 18A-4-7a.
2. The power of the Marshall County Board of Education to transfer professional employees shall be exercised in a reasonable manner and in the best interests of the Marshall County Schools. The power shall not be exercised arbitrarily or capriciously.
3. To ensure the continuity of the instructional process to meet the needs of our students, the following procedure will be utilized to address transfer of professional personnel during the school year:

After the fifth day prior to the beginning of the instructional term, or after the first day of the second half of the instructional term, no person employed and assigned to a professional position may transfer to another professional position in the county during that half of the instructional term: Provided, That such person may apply for any posted, vacant positions with the successful applicant assuming the position at the beginning of the next half of the instructional term: Provided, however, That professional personnel who have been on an approved leave of absence may fill these vacancies prior to the next semester. The superintendent may fill a position before the next instructional term when it is determined to be in the best interest of the students.

This conforms to and is in compliance with W.Va. Code §18A-4-7a of the State Laws of West Virginia.

3.1.4.1 Posting Policy (Revised 12/13/94)

During the regular school term, notifications of job openings will be posted in all schools, maintenance shop, bus garage, and the county office. It will be the responsibility of the principal, maintenance foreman, transportation director, and county office designee, to cause said notification of openings to be posted in a conspicuous place.

During the summer months, notifications of job openings will be mailed to the presidents of the teacher and service personnel and coaches organizations as well as posted at the county office, bus garage, maintenance shop, John Marshall High School and Cameron High School.

Posting shall be initiated upon employee transfer or termination through resignation, dismissal, or retirement which has been approved by the board of education (exception requires superintendent's approval).

Positions will be filled within thirty days from the end of the posting period.

Full-time and substitute employees shall have five work days to request being considered for transfer or employment in the position posted.

All applications can be obtained at the county office.

If a position is eliminated due to lack of need, affected employees will be placed on a preferred recall list and will be notified of any openings by certified mail. (Refer to W.Va. Code 18A-4-7a)

3.1.4.2 Posting Format (Approved 12/13/94)

MARSHALL COUNTY SCHOOLS Position Vacancy Posting #

POSITION TITLE:

LOCATION:

DUTIES AND RESPONSIBILITIES:

QUALIFICATIONS:

APPLICANTS SEEKING TRANSFER MUST PROVIDE THE FOLLOWING INFORMATION:

- a) Appropriate certification and/or licensure
- b) Total amount of teaching experience
- c) Existence of **teaching experience** in the required certification area
- d) **Degree** level in the required certification area:
 - i.e. 1) If no graduate work has been completed in the required certification area of the posted position, indicate that all training was completed at the undergraduate level.
 - 2) If graduate hours were taken in the required certification area of the posted position, but a graduate degree was not completed or was granted in another field, list the courses and the number of hours completed in required certification area of the posted position
 - 3) If a graduate degree has been completed in the required certification area of the posted position, list that degree
- e) **Specialized training** directly related to the performance of the job as stated in the job description.

All applications should be made on official request forms (bid sheets) available at the County Administrative Office. Applicants must provide a copy of graduate transcript if Master's degree was earned in

EMPLOYMENT TERM:

SALARY:

APPLY TO:

TO WHOM RESPONSIBLE:

BID PERIOD BEGINS:

BID PERIOD ENDS:

If necessary, interviews will be arranged after _____(date).

Discrimination Prohibited:

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

Inquiries may be directed to: Marshall County Schools Office of Personnel, Marshall County Board of Education, P.O. Box 578, Moundsville, West Virginia 26041, Phone No. 843-4400; **to** the State Elimination of Sex Discrimination Project Coordinator, 558-7864, **to** the State Section 504 Coordinator, 558-2696, West Virginia Department of Education, Charleston, WV 25305; **or to** the U.S. Department of Education's Director of the Office for Civil Rights, (215) 596-6795.