

NOTICE OF POSITION VACANCY

SUPERINTENDENT OF SCHOOLS MARSHALL COUNTY BOARD OF EDUCATION MOUNDSVILLE, WEST VIRGINIA

1. **QUALIFICATIONS:** An applicant must satisfy the Marshall 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, 2017. 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. Moreover, the Marshall County Board of Education has determined a doctorate is not required.

Marshall 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 refrain from addressing inquiries relative to qualifications to the West Virginia School Board Association, which is providing superintendent search services to the Marshall County Board of Education, or to any member or members of the Marshall County Board of Education, or any member or members of the Marshall County Schools Central Office.

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.

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, which is that he or she be a resident of West Virginia and a resident of Marshall County or a contiguous county in West Virginia.
3. **DUTIES:** As established by West Virginia §18-4-10, 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 West Virginia Code, especially § 18-4-1 et seq., which

includes various statutes relating to the county superintendent of schools, and §18-5-25 which includes duties of the county superintendent as secretary of the board. Persons interested in applying for the position also should consult policies of the West Virginia Board of Education and the Marshall County Board of Education. The electronic links are <http://wvde.state.wv.us/policies/> and <http://boe.mars.k12.wv.us/board-of-education/policies/>, respectively.

4. **TERM OF EMPLOYMENT:** A written contract for a period of one to four years, beginning July 1, 2017, 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, teacher, central office Director/Administrator, or a similar position, providing that qualifications as described in part 1, above, are met.
6. **BENEFITS:** The Marshall 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, dental/optical insurance, paid personal leave, vacation, Social Security, Workers' Compensation, and West Virginia retirement plan. Provision of other benefits will be subject to negotiations with Marshall County Board of Education before the contract of employment is finalized.
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 Marshall County Board of Education policies.
8. **APPLICATION PROCEDURE:**
 - (a) Send a brief letter expressing interest in the position and **three written letters of reference** to:

Thomas E. Gilbert, Jr., President, Marshall County Board of Education
C/o West Virginia School Board Association
Marshall County Superintendent Search
Post Office Box 1008
Charleston, WV 25324
 - (b) Complete Application Form which is available by visiting www.wvsba.org
Note: The Application Form will be available after 4:00 p.m., Monday, May 1, 2017.

- (c) Online Application Forms are preferred. If, however, an applicant is forwarding a completed hardcopy Application Form, forward to:

Thomas E. Gilbert, Jr., President, Marshall County Board of Education
C/o West Virginia School Board Association
Marshall County Superintendent Search
Post Office Box 1008
Charleston, WV 25324

Marshall County Board of Education Search Coordinator's Note: If forwarding a completed hardcopy Application Form note the requirements included in 8 (a). **APPLICATION.**

- 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 application 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 Marshall 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 Marshall County Board of Education.

- 10. **CONTACTING OF MEMBERS:** As requested by the Board, please refrain from contacting Marshall County Board of Education Members in context of the selection process.
- 11. **DISCLOSURE OF APPLICANT'S NAMES:** The Marshall County Board of Education reserves the right to disclose the identities of the applicants for this position in the context of the selection procedure, including, but not limited to, those applicants selected for interview by the board for the position of county superintendent. Such disclosure may, for example, result from public interviews, other public forums where public input and comment may be solicited, or in response to requests made under

the West Virginia Freedom of Information Act (FOIA). In the event of such disclosure, as slated within context of the superintendent search procedure, the president of the Marshall County Board of Education will notify any or all of the applicants who may be affected by the request in advance of such disclosure(s).

12. **DEADLINE:** Deadline for receipt of application and letter of interest in position is 4:00 p.m., Friday, May 12, 2017.
13. **NON-DISCRIMINATION:** 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 or national origin in employment or in the administration of any of its educational programs and activities.
14. **COUNTY BOARD OF EDUCATION DISTRICT SPECIFICS:** 8 elementary schools; 3 middle schools; 2 high schools; 1 alternative learning center; 4604 students; declining enrollment; 427 professional personnel; 8 central office administrators; 299 service personnel; \$80 million budget, including \$30 million from 88 percent excess levy; 4 West Virginia Schools of Excellence; 4 Title 1 Distinguished Schools.

For additional information regarding the Marshall County, WV, School District visit <http://boe.mars.k12.wv.us/>

15. **FOR MORE DETAILED INFORMATION REGARDING MARSHALL COUNTY, WV:** Visit https://en.wikipedia.org/wiki/Marshall_County,_West_Virginia Additional Marshall County particulars include: Formed from Ohio County in 1835 and named for John Marshall, who served as Chief Justice of the United States Supreme Court for thirty-four years. Elizabethtown, named as the count seat in the act creating the county, was combined with Moundsville in 1866. Leading industries and chief agricultural products: Iron and steel, glass and glassware, chemicals, coal, clothing, natural gas; hay and grain, dairying, fruit, vegetables, sheep. The county seat is Moundsville. Source: *West Virginia Blue Book*.
16. **GENERAL MARSHALL COUNTY SUPERINTENDENT SEARCH QUESTIONS:** Contact Howard M. O’Cull, Ed.D., W. Va. School Board Association Executive Director / Marshall County Board of Education Superintendent Search Coordinator, using 304-346-0571 (office) or 304-549-9463 (mobile).

Preferred email address is hocull@wvsba.org

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