

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Employment Application Process

Series: G35

Reference: W.Va. Code §18A-4-8b

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35.01 Qualifications. It shall be the responsibility of an individual who applies for a position advertised by Kanawha County Schools to present his or her relevant qualifications for the position in question to the person or persons who are responsible for making the initial recommendation for employment.

35.02 Separate Applications. Separate written supplemental applications must be made by current employees for each advertised position. Applications placed on file in the Personnel Office shall be retained for a two-year period for professional personnel and a one-year period for service personnel.

35.03 False Information on Application for Employment.

Misrepresentation or falsification of information required on application forms will result in denial of employment.

35.04 Limitation on Applications by Principals and Classroom

Teachers. In order to avoid unnecessary interruptions in the delivery of instructional programs occasioned by frequent changes in classroom teachers and principals, it is necessary to require applicants for such positions to commit to at least one school year of continued service in any position for which successful application is made. The Board, therefore, adopts the following limitation upon applications: Any individual who makes successful application for either a position as principal or classroom teacher may not apply for any other positions advertised by Kanawha County Schools for the period of the remaining school year following the date work is commenced. However, this section shall not prohibit a classroom teacher from applying for an administrative position at any time. Nor shall it prohibit a principal from applying for an administrative position other than principal at any time. This section shall apply prospectively from the date of Board approval.

35.05 Exception to Limitation of Application. An employee who meets the eligibility criteria for family Leave as provided in Kanawha County Board of Education Policy, Series G27, may make written application to the superintendent for an exception to the limitation provided in Section 35.04, so long a such exception would facilitate the care of the employee, employee's child, spouse, parent, or dependent who has a serious health condition.