

# KANAWHA COUNTY BOARD OF EDUCATION POLICY

## Administrative Selection

Series: G62

Reference: W. Va. Code §18A-4-7a; 126 CSR 147

Issued: January 21, 1999

Revised: 05.20.2004; 10.20.2005; 01.15.2009;  
07.18.2013

Revision Number: 4

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**62.01 Scope.** This policy is intended to define the procedure to be observed in the selection of administrators. The terms of this policy are to be construed and applied in a manner consistent with the requirement that selections be made based upon highest qualifications and with the requirements set forth in W. Va. Code §18A-4-7a.

**62.02 Posting Requirements.** The Human Resources Office shall post each administrative position that becomes open according to the following procedure:

~~62.02.1~~ — The posting shall be in writing on a standard form designed for that purpose.

~~62.02.2~~ **62.02.1** The posting shall specify the title of the position, the number of contract days, the salary range, the criteria for evaluating the qualifications of candidates for administrative positions as set forth in W. Va. Code §18A-4-7a, the minimum qualifications for the position, a copy of the job description.

~~62.02.3~~ **62.02.2** The numerical weight to be assigned to each of the criteria to be considered shall be as set forth in Exhibit A attached hereto.

~~62.02.4~~ **62.02.3** The posting shall state the date of the posting and closing date for applications (five working days minimum).

~~62.02.5~~ The posting shall include a statement that indicates the identities and qualifications of applicants will be disclosed in response to Freedom of Information requests.

~~62.02.6~~ **62.02.4** The posting shall include a statement that meets pertinent legal requirements, that indicates the District does not engage in unlawful discrimination.

~~62.02.7~~ — The posting shall be displayed in conspicuous working places in each school and administrative unit, sent to all Board Members, and shall be advertised in local, state and national publications when authorized by the Superintendent.

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**62.02 Minimum Qualifications.** The Superintendent, in conjunction with relevant staff, shall establish the minimum qualifications for administrative positions to be included in job postings.

**62.03 Job Descriptions.** The Human Resources Division shall maintain written job descriptions for all administrative positions. The Superintendent in writing must approve amendments to administrative job descriptions. The Board must approve any amendments to job descriptions that are made in connection with job postings and that relate to minimum qualifications for administrative positions that upgrade an administrative position, or that downgrade an administrative position.

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

**62.05 Interview Questions.** The Superintendent shall designate the person or persons 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. Each question shall be accompanied with a list of desirable responses that will be made available to the members of the interview team on the date of the interview. No person who has been designated to formulate interview questions or members of the interview team may disclose information concerning interview questions or desired responses to anyone in a manner that may result in an unfair advantage to any candidate for a position.

**62.06 Interview Team.** ~~A standing pool of individuals~~ Individuals serving on the interview team shall be trained in the interview process and shall be available to be designated by ~~the Superintendent~~ Human Resources to serve on an interview team. The interview team for a particular position shall be approved by the Superintendent. ~~This pool shall contain teachers and principals at the elementary, junior/middle, and high school levels.~~ All interview teams for school based positions shall include the applicable Assistant Superintendent and in the case of assistant principal openings, the principal of the

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school. A representative of the Office of Human Resources shall serve on all interview teams. No person who would be prohibited by the Board's anti-nepotism policy from supervising a candidate for a position may serve on an interview committee that evaluates candidate interview performance.

**62.07 Interview Procedure.** An interview team member designated by the interview team shall ask all questions of each candidate. The responses to each question shall be rated by each interview team member on a scale of 1 to 5 with 5 being the highest score. At the conclusion of all interviews the interview team will review the scores awarded to each candidate by each team member. Following this review, and based upon the attending discussion, team members may adjust their individual scores if they feel an adjustment is indicated. Substantial deviation from consensus scores will be subject to further discussion and committee mediation. The total interview score shall be compiled on each candidate on each question ~~and reported to the Selection Committee.~~ ~~The interview team shall not evaluate the qualifications of the candidates upon other criteria to be considered by the Superintendent.~~ Interview team members shall maintain confidentiality with respect to candidate interview performance.

**62.08 Selection Committee Post-Interview Review of Candidates.** ~~A selection committee that shall include the immediate supervisor for the position, a supervisor of the next level of administration, a representative of the Human Resources Office, and, in the case of a school position, a representative of the faculty senate, will award credit in each of the criteria to be considered for each candidate. The selection committee~~ The Human Resources representative on the interview team shall incorporate the results of the interview and rank each candidate in ascending order. The names of the top 4 candidates shall be provided to the Superintendent. by a representative of the interview team, who shall discuss the candidates and the results of the interview with the Superintendent.

**62.09 Superintendent's Recommendation.** The Superintendent shall consider the qualifications of the candidates for administrative positions based upon the criteria set forth in W. Va. Code §18A-4-7a.

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Such consideration may include, but are not limited to, under the criteria other measures or indicators upon which the qualifications may fairly be judged: the results of a structured interview; input from the supervisors or other administrators who are familiar with the job performance of any candidate; the candidate's attendance; successful completion of a leadership internship; and, interviews that may be conducted by the Superintendent. The faculty senate of the school where the position is posted may provide for the Superintendent's consideration, qualities specific to the position that they wish to see in the successful candidate. The Superintendent shall select a candidate from the pool provided by the interview team.

**62.10 Agreement to Retain Position.** An individual who applies for and accepts a position as a principal must agree to serve in the position and shall not be eligible to transfer to any other position within Kanawha County Schools for a period of three full school years from the date the person assumes the position. The Superintendent ~~and the Board of Education~~ may waive this requirement if the circumstances warrant. An individual who applies for and accepts a position as an assistant principal must agree to serve in the position and shall not be eligible to transfer to any other position within Kanawha County Schools for a period of one full school year from the date the person assumes the position. The Superintendent ~~and the Board of Education~~ may waive this requirement if the circumstances warrant. This requirement is not intended to prevent an individual from seeking a promotion, i.e., moving from an elementary principal position to a middle school principal position or from an assistant principal position to a principal position.

**62.11 Board Review.** In the event the Board declines to approve the Superintendent's recommendation, the candidate who was refused shall be afforded the opportunity to meet with the Board if a request for such a meeting is made within ten (10) days of the Board's action.

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Exhibit A

- |   |           |
|---|-----------|
| 1. Certification  | 1         |
| All candidates must possess the appropriate certification   |           |
| 2. Amount of experience relevant to position  | up to 15  |
| 0 - 1 years experience  | 5 points  |
| 2 - 5 years experience  | 10 points |
| 5 years experience  | 15 points |
| 3. Degree Levels  | up to 8   |
| MA+15   | 2 points  |
| MA+30   | 4 points  |
| MA+45   | 6 points  |
| Doctorate   | 8 points  |
| 4. Academic Achievement   | up to 6   |
| Graduate Degree   |           |
| GPA 3.00 - 3.49   | 2 points  |
| GPA 3.50 - 3.99   | 4 points  |
| GPA 4.0   | 6 points  |
| 5. Certification by the National Board for Professional Teaching Standards<br>(Principals and Assistant Principals Only)  | 1         |
| 6. Relevant Specialized Training  | up to 10  |
| Any candidate with 60 or more hours of relevant documented specialized training within the last two years will receive 10 points. Any applicant that has 36-60 of specialized training within the last two years will receive five points. Any applicant that has less than 36 hours of documented specialized training will not receive any points. Points will be awarded on relevant documented training recorded with the staff development office, beginning with training completed by June 30th of the latest available school year and the previous two school years. |           |
| 7. Past Performance Evaluation  | 1         |
| Satisfactory rating attained consecutively for the last three evaluations   |           |
| 8. Seniority  | 1         |

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9. Attendance 1-10 points for dependability scale to be set over the last 3 years based on KCS attendance policy	up to 10
10. Interview – Principals/Assistant Principals All other administrative positions	up to 37 up to 38
11. KCS Leadership Academy or West Virginia Center Professional Development 5 points for enrolled in the current Leadership Academy 10 points for completion or performance in academy	up to 10
<b>TOTAL POINTS</b>	<b>100</b>