

KANAWHA COUNTY BOARD OF EDUCATION POLICY

Series: G62 - Administrative Selection

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 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.

62.02.2 The posting shall state the date of the posting and closing date for applications (five working days minimum).

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

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

62.04 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.

62.05 Interviews.

The Superintendent shall designate the person or persons to formulate the interview questions to be used in a structured interview. 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.

Individuals serving on the interview team shall be trained in the interview process and shall be available to be designated by Human Resources to serve on an interview team. The interview team for a particular position shall be approved by the Superintendent. All interview teams for school-based positions shall include at least the applicable Assistant Superintendent; a teacher from a different school, but in the same grade level of the position being selected; and in the case of assistant principal openings, the principal of the school. 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.

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. The total interview score shall be compiled on each candidate on each question. Interview team members shall maintain confidentiality with respect to candidate interview performance.

62.06 Superintendent's Recommendation. Human Resources will provide the Superintendent with the information gathered pertaining to the W. Va. Code §18A-4-7a criteria, as well as the interview scores. 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 or recommend a particular candidate. The Superintendent shall consider all of the qualifications of the candidates and select the most qualified applicant for the vacancy based on the W. Va. Code §18A-4-7a factors, as well as any other measurable qualification upon which all of the candidates may be fairly judged and that are relevant to the vacant position.

62.07 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.

62.08 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.

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; 06.08.2021