

TITLE: SELECTION CRITERIA – PROFESSIONAL PERSONNEL

1. Application of criteria for hiring classroom teachers. The Superintendent, in formulating recommendations, shall be ultimately responsible for awarding credit in all criteria, except principal and faculty senate recommendations.
2. Appropriate certification, licensure or both. The position posting shall dictate the appropriate certification, licensure or both. Unless a job posting specifies “full certification” applicants eligible for a permit in the required area shall be deemed on the same footing as applicants holding full certification. Applicants only eligible for out-of-field authorizations shall only be entitled to credit if there are no applicants who meet the minimum requirements for the position who are either fully certified or who are eligible for a permit.
3. Amount of experience relevant to the position or, in the case of a classroom teaching position, the amount of experience in the required certification area. In judging whether experience is relevant for positions other than classroom teaching positions, eligible experience must be substantially aligned with the duties and responsibilities contained in the job description for the position. All prior experience, while holding certification in the required certification area, including experience in the private sector, shall be eligible for consideration upon demonstration by an applicant that such experience is substantially aligned with the duties and responsibilities contained in the job description for the position.
4. The amount of course work, degree level or both in the relevant field and degree level generally. In judging credit for this criteria the following hierarchy shall be observed:
 - 4.1 candidate with the highest degree level in the relevant field and the highest degree level generally and who has the most course work in excess of the degree level in the relevant area as compared to any other candidate holding highest degree level in the relevant field and the highest degree level generally;
 - 4.2 candidate with the highest degree level in the relevant field and the highest degree level generally as compared to other candidates who do not hold highest degree level in the relevant field and the highest degree level generally;
 - 4.3 candidate with the highest degree level in the relevant field and who has the most course work as compared to other candidates who have the highest degree level in the relevant area; and
 - 4.4 candidate with the highest degree level in the relevant field when no other candidates have the highest degree level in the relevant field.

5. Academic achievement. Credit shall be awarded to the candidate with the highest cumulative GPA in the candidate's undergraduate degree. In the event a candidate has multiple undergraduate degrees, the highest cumulative GPA among all undergraduate degrees held shall be considered.

6. In the case of a classroom teaching position or the position of principal, certification by the National Board for Professional Teaching Standards. Credit shall be awarded in this area, regardless of the area of certification held by a candidate.

7. Specialized training relevant to the performance of the duties of the job. In judging credit for this criteria reference shall be made to the duties and responsibilities contained in the job description. Candidates shall be required to submit documentation of all specialized training claimed, including training provided by the district, as relevant to the performance of the duties of the job. Documentation shall include a detailed description of the specialized training published by the provider and a certification of the number of clock hours for each specialized training claimed.

7.1 The candidate(s) with the highest number of clock hours of eligible specialized training shall be awarded credit under this criteria.

8. Past performance evaluations conducted pursuant to W. Va. Code §§ 18A-2-2 and 18A-3C-2 or, in the case of a classroom teacher, past evaluations of the applicant's performance in the teaching profession as a certified teacher. Credit shall be awarded under this criteria to all applicants who have no evaluations with an overall unsatisfactory evaluation or an evaluation with individual categories marked as unsatisfactory, within the 5 years previous to the date of the application.

9. Seniority. Seniority shall be calculated in accordance with the requirements of West Virginia Code §18A-4-1 et seq.

10. Other measure or indicators upon which the relative qualifications of the applicants may be fairly judged. Candidates who have been formally reprimanded within 2 years prior to the date of application shall be ineligible for credit under this criteria. Candidates who have been disciplined by suspension without pay within 5 years prior to the date of application shall be ineligible for credit under this criteria. Job postings shall identify measure or indicators, including interview, structured reference information or other measures or indicators that shall be considered in evaluating the qualifications of the applicants. The candidate with the highest rating in measures or indicators published on a job posting shall be awarded credit under this criteria.

11. The recommendation, if any, of the principal of the school at which the applicant will be performing a majority of his or her duties. Job postings shall identify, when appropriate, a school at which the applicant will be spending a majority of his or her duties. If a position does

not entail the performance of a majority of duties and responsibilities at a particular school, no credit shall be awarded under this criteria.

12. The recommendation, if any, resulting from the process established by the faculty senate at the school at which the applicant will be performing a majority of his or her duties. Job postings shall identify, when appropriate, a school at which the applicant will be spending a majority of his or her duties. If a position does not entail the performance of a majority of duties and responsibilities at a particular school, no credit shall be awarded under this criteria.

13. Review Schedule. This policy shall be reviewed in accordance with the Policy Review Schedule published by the Superintendent.

Legal Authority: West Virginia Code §18A-4-7a

Board Adoption: July 21, 2014