

TITLE: Employment

State Board of Education Ref: 18A-2-1

Through recruitment and selection, it is the intent of the Board of Education of Gilmer County to employ the best qualified person for each position in the school system. Members of the administrative and supervisory staff are to be involved in the interview-selection process.

Nominations of all employees (except that of the superintendent) will be made by the superintendent to the Board. The Board will make a definite decision on the recommendation. If the recommendation is disapproved, the Board of Education may request the superintendent to submit further names for consideration. The Board of Education under the direction of the superintendent should post all vacancies in the county schools within one week of notification of vacancy.

The following procedures will be used by applicants seeking employment in professional vacancies with the Gilmer County Board of Education:

- A. Complete an application in relation to the desired position and place on file at the Board of Education Office.
- B. When an opening (vacancy) occurs, the following procedures will be followed:
 1. The immediate supervisor and/or principal will notify the Superintendent or the Assistant Superintendent, giving him the specific information regarding the qualifications needed for replacement. Only applicants with a minimum of a bachelor's degree will be considered for teaching assignments. Applicants must also have a valid West Virginia Teaching Certificate or present evidence that certification requirements can be met.
 2. The principal and/or immediate supervisor, immediately, will interview applicants and investigate their files. If the immediate supervisor is familiar with persons who have not applied, he should request those persons to apply to the Superintendent and request their names be added to the list of interviewees.

3. The principal and/or immediate supervisor or Superintendent must come to some agreement on the best qualified person, after the above procedures have been accomplished.

Normally, teachers will be given a notice by their immediate supervisor (building principal) on the last day of employment in June, of their teaching area for the next school year. If a change in schedule is necessary, the principal shall notify the teacher in person or by certified letter to the summer address filed by the teacher in the Board of Education Office.

APPROVED

JUN 13 1994

GILMER COUNTY
BOARD OF EDUCATION