

**HUMAN RESOURCES****RECRUITMENT - SELECTION - EMPLOYMENT**

Recruitment of personnel is the responsibility of the Director of Human Resources assisted by other appropriate designated personnel.

- I. An orderly employment application procedure is followed in Ohio County Schools. The procedure outlined below allows the school district to consider eligible candidates for a position based on qualifications.
  - A. Initial contact with prospective candidates may be made at any time by anyone in the schools or in the community. Also, the Human Resources Office may contact college and university placement bureaus when necessary to invite candidates to submit letters of application.
  - B. All pre-employment information and credentials should come into the school system through the Human Resources Office.
  - C. The Human Resources Office will keep letters of application on file for one year.
  - D. When a vacancy is posted, any applicant for that position must apply in writing to the Director of Human Resources and include an up to date resume within the time limits listed on the posting. Professional applicants must submit an Applicant Qualification Matrix within the time limit listed on the vacancy notice.
  - E. The Director of Human Resources will refer applicants who are highly qualified to interview at the school and/or department where the vacancy exists.
  - F. The Principal of the school and/or the Department Supervisor will set up a committee to interview applicants for the vacancy. The committee will include but not be limited to the following: Principal or his/her designee; a representative from the Central Office; and, a teacher(s) from the school or department.

- G. The committee will select the three most highly qualified applicants that they have interviewed. Qualifications for professional personnel positions are to be judged as outlined in WV Code 18A-4-7a and verified by using a Summary Applicant Qualification Matrix showing qualifications of all applicants interviewed. The basis for determining Service Personnel qualifications outlined in WV Code 18A-4-8b.
- H. The Principal and/or Department Supervisor will then select, from the three names submitted, the individual to recommend to fill the vacancy. Reference checks should be made by the Principal and/or Department Supervisor prior to making the recommendation.
- I. The Principal and/or Department Supervisor will submit a letter to the Superintendent giving the name of the most highly qualified individuals being recommended and the reasons the individuals were recommended. The Superintendent will conduct a final interview/interviews prior to making a recommendation to the Board.
- J. The Director of Human Resources will discuss all data received with the Superintendent and/or Assistant Superintendent. Following review and approval by the Superintendent and/or Assistant Superintendent, the Director of Human Resources will proceed with the completion of the required paperwork. The most highly qualified candidate's name will be submitted by the Superintendent for recommendation to the Board of approval.
- K. In adherence with WV Code 18A-4-7a, if the professional applicant with the most seniority is not selected for the position, upon written request of the applicant, a written statement of reasons shall be given to the applicant with suggestions for improving the applicant's qualifications. This will be the same information that was submitted in J. above.
- L. All service personnel employment shall be in accordance with WV Code 18A-4-8b. Aides/paraprofessionals employed for instructional purposes shall meet the highly qualified standards mandated by the No Child Left Behind Act of 2001.

- M. In adherence to WV Code 18A-4-8b, should the most senior service personnel applicant not receive the position, the applicant, upon his/her written request, will be furnished in writing the reasons for non selection.
- N. Should the most senior applicant not be satisfied with the reasons provided by the Administrator in charge of the interview, Due Process Procedures are available. The Administrator in charge of the interview is the only authorized spokesperson for the committee.
- O. Credit for prior related work experience will be granted when that experience is reimbursable according to the eligibility guidelines established by the West Virginia Department of Education and/or applicable West Virginia statutes.
- P. Applicants must have completed the following prior to hiring:
1. Application
  2. Official Transcript/High School Diploma
  3. Resume
  4. Applicable Valid Certification/License (Minimum \$25.00 charge) NOTE: A license obtained by taking the Coaching Class rather than being a certified teacher must be renewed each year prior to being hired and the cost is \$25.00
  5. Passing Score on Required Test(s)
  6. Interview
  7. Fingerprint and completed Record Request Check Card plus fee
  8. Employment Eligibility Verification - Form I-9
  9. Drug Free Workplace Statement
  10. WVEIS-Employee Information
  11. Payment of Required Fees
  12. Placement Papers\*
  13. Writing Exercise\*
- \*Professional Employees Only
- Q. The following must be completed within one week after hiring:
1. Chest X-Ray or Tuberculin Skin Test (PPD)
  2. W-4 Form
  3. Signed Employment Contract
  4. Verification of Prior Teaching Experience
  5. Employee Photo Identification Badge

- R. All applicants interviewed for a position who are not recommended for employment are notified by the administrator in charge of the committee.
- S. Any applicant not interviewed for a position may contact the Human Resources Office regarding the status of the position.

**REGULATION REVIEWED:** June 9, 2014

**REGULATION REVISED:** March 10, 2014

**REGULATION REVISED:** February 12, 2007

**REGULATION ADOPTED:** September 7, 1989

**OHIO COUNTY BOARD OF EDUCATION**