

RECRUITMENT/HIRING

The Tyler County Board of Education has the authority to employ personnel sufficient to meet the needs of the county school system. The efficiency of the system is dependent upon the employment and retention of the best qualified personnel. Thus, hiring practices shall be established that will enhance the Board's efforts to attract and retain highly qualified individuals.

Employment policies and practices, including salaries, hiring, promotion, transfer and fringe benefits of employment, shall be provided in accordance with state and federal laws, and without discrimination on the basis of age, race, religion, color, sex, ancestry, national origin, disability, or veteran status in its employment status.

The Board shall comply with the School Laws of West Virginia in the hiring of personnel. All of its policies and procedures with respect to employing and assigning personnel shall be based on the provisions of pertinent laws.

Upon employment by the Board of Education, newly hired personnel must execute a written contract, as prepared by Central Office personnel. Employment is contingent upon a Criminal Identification Bureau (CIB) Report, as required by West Virginia Board of Education Policy 5202.

Competency test results will be used in determining qualifications of classified service personnel for certain job classifications, in accordance with the School Laws of West Virginia 18A-4-8e. New applicants seeking initial employment shall be required to pass the State Competency Test in the particular classification title. Regularly employed service personnel who wish to obtain employment in a different classification must pass the State Competency Test in that particular classification title.

Any individual seeking employment with Tyler County Schools shall be required to complete the Universal Application for Employment, including a list of references and past employment history. The involved school principal, and / or the Director of Human Resources shall be responsible for ensuring a thorough background check is conducted on all individuals who are to be recommended to the Board as a first time employee with Tyler County Schools.

Individuals who are to be hired for the first time shall be expected to attend a Board meeting, at the Superintendent's request, in order to be formally introduced to the Board of Education members.

Specific procedures to be utilized for selection of teachers, administrators, and coaches are delineated in the Tyler County Administrative Procedures Manual.

REFERENCE: Public Law 992-318 of the Education Amendments of 1972; School Laws of West Virginia 18A-2-1, 18A-4-7a and 7b, 18-5-39, 18A-4-8b and g, 18a-4-15; WVBOE Policy 5202

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