

## NOTICE OF POSITION VACANCY

### **SUPERINTENDENT OF SCHOOLS BERKELEY COUNTY BOARD OF EDUCATION MARTINSBURG, WEST VIRGINIA**

1. **QUALIFICATIONS:** An applicant must satisfy the Berkeley County Board of Education that, if appointed, he or she will comply with the qualification criteria of West Virginia Code §18-4-2 before entering into the duties of superintendent on July 1, 2019. The §18-4-2 electronic link is:

<http://www.legis.state.wv.us/WVCODE/ChapterEntire.cfm?chap=18&art=4&section=2#04>

The above-stated statutory qualifications are minimum qualifications. Consideration shall be afforded to applicants who possess qualifications that meet and exceed the minimum requirements for the position.

**Berkeley County Board of Education Search Coordinator's Note:** Before applying for the position, an interested applicant having any questions regarding qualifications, including certification criteria established in West Virginia Board of Education Policy §5202, may wish to contact Robert Hagerman, Executive Director / Office of Educator Effectiveness and Licensure / West Virginia Department of Education. His preferred contact information is [rhagerma@k12.wv.us](mailto:rhagerma@k12.wv.us). The telephone number is 304-558-7010.

Additionally, interested applicants should refrain from addressing inquiries relative to qualifications to the West Virginia School Board Association (WVSBA), which is providing general superintendent search services to the Berkeley County Board of Education, or to any member or members of the Berkeley County Board of Education or to any Berkeley County Board of Education Central Office Administrative Staff.

After the successful candidate is chosen by the Board, he or she will be required, as a condition of employment, to file with the Board's President the tuberculosis certifications required by West Virginia Code §18-4-2.

Applicants should not submit these certifications with their application.

2. **RESIDENCY:** The applicant who is awarded the position must, throughout his or her tenure as superintendent, satisfy the statutory residency requirement for county superintendent, which is that he or she be a resident of West Virginia and a resident of Berkeley County or a contiguous county in West Virginia.
3. **DUTIES:** As established by West Virginia §18-4-10, the county superintendent shall "Act as the chief executive officer of the county board as may be delineated in his or her contract or other written agreement with the county board, and, under the direction of the state board, execute all its education policies." The superintendent

shall have all such other duties as specified in (a) West Virginia Code (including, without limitation, W. Va. Code §§ 18-4-10, 18-4-11 and 18-5-25), (b) the policies of the West Virginia Board of Education, and (c) Berkeley County Board of Education policies.

4. **TERM OF EMPLOYMENT:** A written contract for a period of one to four years, beginning July 1, 2019, shall be issued in accordance with West Virginia Code §18-4-1.
5. **SALARY:** Negotiable, commensurate upon qualifications and experience, including experience as a county schools superintendent, school administrator, principal or in a similar position, providing that qualifications as described in part 1, above, are met.
6. **BENEFITS:** The Berkeley County Board of Education makes available to all qualifying employees certain benefits. The superintendent may participate and receive these benefits upon the same terms and conditions that apply to other employees. Benefits include medical insurance, free employee optical insurance, free family dental insurance, Flexible Spending Account (FSA), Health Savings Account (HSA), life insurance, liability insurance, paid personal leave, paid sick leave, sick leave bank, unused leave compensation, vacation (261-day contract), OS Day Compensation, Social Security, Tax Sheltered Annuity, Workers' Compensation, Unemployment Compensation and West Virginia retirement. Provision of other benefits will be subject to negotiations with Berkeley County Board of Education before the contract of employment is finalized.
7. **EVALUATION:** Evaluation of the county superintendent shall be in accordance with West Virginia Code §18-4-6, West Virginia Board of Education Policy 5309 and any applicable Berkeley County Board of Education policies.
8. **APPLICATION PROCEDURE:**

(a) Provide the following documents to the West Virginia School Board Association:

- A letter expressing interest in the position
- A current résumé or curriculum vitae
- Three written letters of reference with having current contact information to:

Forward hardcopy documents to:

Berkeley County Schools Superintendent Search  
C/o West Virginia School Board Association

Post Office Box 1008  
Charleston, WV 25324

- (b) **DEADLINE:** Deadline for receipt of documents relative to the Berkeley County Superintendent Search position is 4:00 p.m., Tuesday, April 16, 2019. Accordingly, all documents must be received or postmarked by that date. Unless the Berkeley County Board of Education determines otherwise the deadline for submitting superintendent search documents will not be extended.

(c) **SUPERINTENDENT SEARCH DOCUMENT FORMAT FOR APPLICANTS**

- Hardcopy documents, as described above, are preferred, although documents may be forwarded electronically if placed in PDF format. Documents placed in Word or similar format will not be accepted.
- If documents have been prepared in PDF format, forward to:

[info@wvsvba.org](mailto:info@wvsvba.org)

- Applicants will be notified when documents have been received either by U.S. Mails or electronic format
- The Berkeley County Board of Education dissuades applicants from using both the hardcopy and PDF format. **Please select either the hardcopy format or the PDF format.**

9. **ASSOCIATION'S ROLE:** The West Virginia School Board Association's (WVSBA) role in this search and selection process includes (a) making available, through various venues and formats, information regarding the position vacancy, including how one may apply for the position, (b) gathering of search-process generated information, including letters of reference and related items, for submission to the county board, (c) preparing, for board approval, items to be included in any final contract and, if approved by the board under separate agreement with the Association, preparing a contract for the successful applicant/finalist having been appointed by the county board, (d) completing, to the satisfaction of the county board, such other duties, responsibilities and attendant services as may be agreed upon by the Berkeley County Board of Education and the Association.

In fulfilling its role, as described in the foregoing paragraph, the Association shall strive to remain neutral with respect to the candidacy of any applicant or finalist for the superintendent position. The Association will not sponsor or promote any candidate.

Nor will the Association advocate against any candidate(s) or finalist(s). The evaluation of any candidate(s) or finalist(s) qualifications is an exclusive function of the Berkeley County Board of Education.

10. **CONTACTING OF MEMBERS:** As requested by the Board, please refrain from contacting Berkeley County Board of Education Members in context of the selection process.
11. **RELEASE OF INFORMATION:** As Berkeley County Board of Education may be aware, the Berkeley County Board of Education is subject to West Virginia's Freedom Of Information Act to the extent such Act may cover these superintendent search processes and procedures.
12. **NON-DISCRIMINATION:** No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any educational program, activity, or employment available in any school on the basis of race, color, creed, ancestry, sex, religion, political belief, age, national origin, linguistic and language differences, sexual orientation, gender, gender identity, gender expression, socioeconomic status, height, weight, marital or familial status, disability or veteran status.

The following persons have been designated to handle inquiries and questions regarding the application of nondiscrimination policies:

*Title IX/Gender/Sexual Harassment*

*Title IX Coordinator*

Elice Gregory, Assistant Director of Student Support Services

1453 Winchester Avenue

Martinsburg, West Virginia 25405

(304) 267-3500

[emgregor@k12.wv.us](mailto:emgregor@k12.wv.us)

*Employees/Employment*

Dr. Justin Schooley, Assistant Superintendent of Human Resources

1453 Winchester Avenue

Martinsburg, West Virginia 25405

(304) 267-3500

[jschoole@k12.wv.us](mailto:jschoole@k12.wv.us)

*Students/Educational Programs*

Dr. Veronique Walker, Associate Superintendent of Equity and Inclusion

1453 Winchester Avenue

Martinsburg, West Virginia 25405

(304) 267-3500

[vrwalker@k12.wv.us](mailto:vrwalker@k12.wv.us)

*Section 504*

*504 Coordinator*

Rachel Hull, Coordinator of Special Education  
401 South Queen Street  
Martinsburg, West Virginia 25401  
(304) 264-5055  
[rehull@k12.wv.us](mailto:rehull@k12.wv.us)

*Philadelphia Office for Civil Rights*

U.S. Department of Education  
The Wanamaker Building, 100 Penn Square East, Suite 515  
Philadelphia, PA 19107-3323  
(215) 656-8541  
[OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov)

13. **COUNTY BOARD OF EDUCATION DISTRICT SPECIFICS:** 16 primary; 6 intermediate; 6 middle schools; 4 high schools; universal Pre-K program; 1 tri-county vocational school; 19,515 students; 1,558 professional personnel; 60 central office administrators; 1,004 service personnel; \$201 million budget, including estimated excess levy funds.

For additional information regarding the Berkeley County, WV, School District visit <http://www.berkeleycountyschools.org>

14. **FOR MORE DETAILED INFORMATION REGARDING BERKELEY COUNTY, WV:**

Martinsburg-Berkeley County Chamber Commerce - <http://www.berkeleycounty.org/>

Martinsburg-Berkeley County Convention and Visitors Bureau –  
<https://www.travelwv.com/>

Main Street Martinsburg, Inc. - <http://www.mainstreetmartinsburg.com/>

Development Authority of Berkeley County - <http://www.developmentauthority.com/>

15. **GENERAL BERKELEY COUNTY SUPERINTENDENT SEARCH QUESTIONS:** Contact Howard M. O’Cull, Ed.D., W. Va. School Board Association Executive Director / Berkeley County Board of Education Superintendent Search Coordinator, 304-346-0571, office.

Dr. O’Cull’s preferred email address is [hocull@wvsba.org](mailto:hocull@wvsba.org)

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