

## Recruitment process and procedures regarding appointment of the Cabell County Schools Superintendent for a term commencing July 1, 2017

In accordance with provisions of Cabell County Board of Education Policy §1220 - EMPLOYMENT OF THE SUPERINTENDENT, the Cabell County Board of Education, hereafter the Board, adopts this as its process for seeking and recruiting the best qualified and most capable applicants for the position of Cabell County Schools Superintendent, hereafter the Superintendent.

In furtherance of this process, hereafter superintendent search process, the Cabell County Board of Education will:

### **Workshops**

- Participate in a series of workshops relative to appointment of the Superintendent. These workshops, educational in terms of various aspects of appointing the Superintendent, will be held without resorting to meet in executive session as permitted by West Virginia Code §6-9A-4, unless the content of the workshops or its segments warrant such.
- Utilize its regular or special meetings for scheduling of the workshops as referenced on the county board's agenda. A representative of the West Virginia School Board Association, hereafter the Association, shall conduct the workshops unless otherwise determined by the Board.

### **Checklist**

- Complete a "Checklist" regarding matters related to the Board's superintendent search. Completion of the "Checklist" may be accomplished individually and/or with the Board as a whole.
- Complete a "Trends in the Community Context of the County Board of Education" document which the Association will provide upon any agreement between the Board and the Association.

### **Revised Job Description**

- In conformity with Cabell County Board of Education Bylaws & Policies 1220 - EMPLOYMENT OF THE SUPERINTENDENT – the board has developed a JOB DESCRIPTION - TITLE: Superintendent of Schools.

### **Notice of Position Vacancy**

- Post a "Notice of Position Vacancy" using a template prepared by the Association. In addition to items included in the Association template, the Board has included these additional items:

1. In terms of qualifications, adding, "Earned Doctorate preferred."
2. In terms of qualifications adding, "A minimum of three (3) years public school teaching experience preferred."
3. In terms of qualifications adding, "Documented success in improving student achievement which is to be determined, in large part, through the Board's structured interview process wherein each screened applicant interviewed will be asked, prior or during the structured interview process, to provide what he or she considers documentation that meets this qualification criterion."
4. In terms of qualifications adding, "It is preferred that each applicant have administrative experience as a school principal or other school or school system administrator such as, for example, central office administrator, a county superintendent, a county assistant superintendent or other similar positions."

Accordingly, the Board, in its meeting February 7, 2017, may consider other revisions to the Association's Notice of Position vacancy.

### **Advertising**

- Advertise the position of the Superintendent in "SchoolSpring," a clearinghouse for administrative positions available throughout the nation, the American Association of School Administrators (AASA) and *Education Week*. The Association shall arrange for placement of the advertising in these venues. Additionally, the Association will notify each county superintendent in West Virginia, each county board, each Regional Education Service Agency Executive Director, and the National School Boards Association's National Association of Superintendent Search (Associates) Listserv of the Superintendent position, Recruitment process, and procedures. Additionally, the Association will include notice of the Recruitment process and procedures in its newsletter, *The Legislature*.

The Superintendent's office shall be responsible for advertising the position through West Virginia Department of Education electronic/online venues.

Advertising shall be in the form of the template used by the Association.

If contracting with the Association, fees for advertising are in addition to the Association's contractual fee.

URLs for SchoolSpring, AASA, and *Education Week* are <http://www.schoolspring.com>, <http://www.aasa.org/>, and <http://www.edweek.org/ew/index.html>, respectively.

### **Application process**

- Utilize the Association's "Application" form and process, as presented to the Board. The Board will accept online "Applications" as well as "Applications" completed in manual format. In addition to submitting an "Application," each applicant for the position of the Superintendent is to provide three written letters of reference to accompany his or her expression of interest as outlined in the Association's template.

- Provide a listing of potential questions for use on the “Application” template. These will be relayed to the Association by the Board president or designee.

#### **Constituency input**

- Set aside time for a regular or special meeting of the Board to receive input or comments from various county constituencies regarding the attributes or qualities constituency presenters conclude the incoming county superintendent should have. The Board may determine other means for constituent involvement. The Association shall assist in coordination of these efforts to the degree determined by the Board.

#### **Applicant screening process**

- Use an agreed-upon screening instrument to screen applicants for structured interviews by the Board. All screened applicants employed by the Board are to be interviewed.

#### **Screened applicant structured interview process**

- Utilize a structured interview format for interviewing of screened applicants. Each member of the Board will provide the Association structured interview questions.
- Conduct all screened applicant structured interviews in executive session. The structured interviews will include only the Board and each screened applicant to be interviewed. The Association will arrange particulars regarding the structured interviews. The Board reserves the right to conduct a subsequent interview (or interviews) using a less formalized format.

#### **Determination of finalist or finalists**

- Use a uniform instrument to assess the screened applicants interviewed to determine a finalist or finalists for the position of the Superintendent.
- Determine any additional processes regarding appointment of a finalist or finalists for the position of the Superintendent as deemed necessary by the Board.

#### **A member or members of the Board’s reference inquiries regarding screened applicants**

- To the extent determined by the Board, in conformity with processes for such approved in advance by the Board, a member or members of the Board may solicit input from a county board of education member or county boards of education members in the county in which a screened applicant is employed or was employed. Moreover, a member or members of the Board may solicit input from others within the school district, county or area in which a screened applicant may reside. In making such reference inquiries a member or members of the Board shall consult the “County Superintendent Searches Post-Candidate Interviews” as available or distributed by the Association.

#### **Recommitting to process**

- Recommit to the process if the Board is not satisfied with the number or perceived qualifications of applicants, screened applicants interviewed or the finalist or finalists, realizing the June 1, 2017, deadline for appointment of the Superintendent.

### **Timelines**

- Develop timelines for the search for the Superintendent, working with a representative of the Association for development of such.

### **Background check**

- Direct that a background check be completed in terms of the finalist or finalists for the position. To the degree directed by the Board, the Association shall complete the background check.

### **Contract**

- Use a contract of employment for the county superintendent as provided by the Association or as otherwise determined by the Board.

### **Applications provided to the Board external to the search process**

- Consider inquiries or resume applications that are unsolicited providing those individuals who submit these documents subsequently consent to completing the "Application."

### **Superintendent search Recruitment process amendment**

- As the Board's superintendent search progresses, the Board may amend the process as deemed necessary.

### **The Association's role**

- The Board may contract with the Association for completion of the superintendent search process to the extent mutually determined by the Board and the Association.