



**NOTICE OF VACANCY
OFFICE OF SUPERINTENDENT**

MINIMUM QUALIFICATIONS:

In accordance with §18-4-2, a county superintendent shall hold a valid professional administrative certificate endorsed for superintendent or be eligible for a first-class permit endorsed for superintendent.

Five (5) years of experience as a principal or administrator, which includes the supervision and evaluation of staff.

RESIDENCY:

The applicant who is awarded the position must, throughout his or her tenure as superintendent, satisfy the statutory residency requirement for county superintendent, that he or she is a resident of West Virginia and a resident of Wood County or a contiguous county in West Virginia at the time of entering into the duties of the position. To the extent state statute permits such, the Wood County Board of Education states its preference that the applicant who is awarded the position reside in Wood County.

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) Wood County Board of Education policies.

TERM OF EMPLOYMENT:

A written contract for a period of one to four years, beginning July 1, 2022, shall be issued in accordance with West Virginia Code §18-4-1.

The annual contract shall reflect 261 employment days.

SALARY:

The annual salary for the superintendent shall be negotiated, commensurate with qualifications, credentials, and experience as an administrator.

BENEFITS:

The superintendent may participate in and receive benefits such as, but not limited to medical insurance, life insurance, dental insurance, optical insurance, disability insurance, paid personal leave, paid vacation days, Social Security, Worker's Compensation and West Virginia retirement.

Provisions for any other benefits will be subject to negotiations with the Wood County Board of Education before a contract of employment is finalized.

POSTING PERIOD:

March 4, 2022 – March 11, 2022

APPLICATION PROCESS:

Each interested applicant must submit a Letter of Intent, a Current Resume and minimum of three (3) references.

The current resume shall include: a chronology of work history, education experiences, preferred email and phone number used for contact and a list of references including current phone numbers.

Application materials must be received no later than 4:00 p.m. on March 11, 2022.

Application materials may be mailed, hand delivered, or emailed to:

Wood County Board of Education
Justin M. Raber, President
1210 13th Street
Parkersburg, West Virginia 26101

superintendentapplication@woodcountyschoolswv.net

CONTACTING OF BOARD MEMBERS:

All applicants and/or potential applicants are to refrain from contacting any member of the board regarding the position referenced in the Notice of Vacancy or context of selection.

NON-DISCRIMINATION:

As required by Federal laws and regulations, the Wood County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age or national origin in employment in the administration of any of its educational programs or activities.