

Cabell County Schools Professional Personnel Hiring Procedures

Posting for at least 5 days



Professional Personnel Manager contacts appropriate administrator with posted position and gives timeline for recommendations to meet board agenda deadline



Professional Personnel Manager notifies administrator posting has closed—
Administrator is to login to bid portal to review applicants



Administrator has the option to interview or review submitted information to decide on candidate to recommend. If part of the hiring process, Faculty Senate Committee is included



Administrator may, if needed, contact personnel office for clarification on applicants certification, seniority, and / or other personnel questions in regards to applicant information on online application



Administrator shares applications with Faculty Senate Hiring Committee if the committee is part of the hiring process for position



Recommendation by Principal and Faculty Senate (Appendix A and Appendix B) or administrator along with Results of Job Posting form sent to the Professional Personnel



Professional Personnel Manager reviews recommendation to ensure appropriate process followed. Any concerns are discussed with attempts to clarify. Any continued discrepancies are discussed with Superintendent



Superintendent makes recommendation for individuals hired based on process outlined



Board vote.

If approved, candidate begins



Applicant receiving recommendation is contacted by the professional personnel office.

New hires begin paperwork (background check, payroll forms, et.)

Agenda Created