

**Calhoun County Schools**  
***Service Personnel***  
***Extracurricular Assignment***  
**Bid Sheet**

Directions: Review guidelines on back of form and complete the following:

\_\_\_\_\_ Name \_\_\_\_\_ Current Position/Location

\_\_\_\_\_ Assignment/Location Applying For \_\_\_\_\_ Posting Number

\_\_\_\_\_ Seniority date in current classification

\_\_\_\_\_ Other – Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

1. Do you have the required (if any) specialized training for the position?  
\_\_\_ Yes \_\_\_ No \_\_\_ N/A

\_\_\_\_\_ Signature \_\_\_\_\_ Telephone/Email \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Applicants not currently employed by the Calhoun County Board of Education must complete a Calhoun County Service Personnel Application.**

**Submit to Personnel Department prior to the end of the posting period.**

*Received in Personnel Office by* \_\_\_\_\_ *Date* \_\_\_\_\_

*The Calhoun County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, age and national origin in employment practices.*

## Guidelines

- A. Any individual may apply for a service personnel extracurricular assignment by completing the bid sheet (and service application if not currently employed by the Calhoun County Board of Education) and submitting to the personnel office prior to the end of the posting period. **NOTE: For coaching positions, the coaching bid sheet must be utilized.**
  
- B. Extracurricular assignments shall be filled pursuant to WV Code 18A-4-16.
  
- C. The determination for filling extracurricular assignments shall be based on the following criteria:
  - 1. Appropriate certification and/or licensure as/if specified in posting.
  - 2. Relevant specialized training if specified on the job posting.
  - 3. Total seniority as a regular Calhoun County employee pursuant to §18A-4-7a and §18A-4-7b. (Seniority is the length of time a current employee has been employed in Calhoun County on a regular basis.)
  - 4. Other measures or indicators upon which ability, skills, and knowledge of the applicant to carry-out the responsibilities of the position may be fairly judged.