

Calhoun County Schools
Student/Tutor
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

Grade Level of Student

_____ High School

_____ College

1. Do you have the required (if any) specialized training for the position (past experience)?

_____ After-School Program

_____ Years of Service

_____ Summer School Program

_____ Years of Service

Signature Telephone/Email Date

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 student/tutor extracurricular assignment by completing the bid sheet 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.