

**Calhoun County Schools**  
*Guidance Counselor Position*  
**Bid Sheet**

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

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

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

1. What is your certification/licensure?

License Type	Endorsement Area(s)	Grade Level(s)
_____ Permit	_____	_____
_____ Authorization	_____	_____
_____ Certificate	_____	_____

2. What is your total amount of teaching experience? \_\_\_\_\_ Year(s) \_\_\_\_\_ None  
 Describe \_\_\_\_\_

3. Do you have counseling experience in the certification area required for this position?  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

4. What is your degree level in the certification area required for this position?  
 \_\_\_\_\_ Bachelors  
 \_\_\_\_\_ Masters  
 \_\_\_\_\_ Doctorate  
 \_\_\_\_\_ No degree in the required certification

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

6. What are the overall results of your previous two evaluations?  
 \_\_\_ Satisfactory \_\_\_ Unsatisfactory

7. If you are a current employee, what is your total amount of seniority?  
 \_\_\_\_\_ Year(s) \_\_\_\_\_ None \_\_\_\_\_ N/A

**NOTE: Applicants not currently employed by the Calhoun County Board of Education must also complete a Calhoun County application.**

\_\_\_\_\_ 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 guidance counselor vacancy by completing the bid sheet (and 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.
- B. Guidance counselor positions shall be filled pursuant to WV Code 18A-4-7a.
- C. If one or more permanently employed instructional personnel apply for a vacant guidance counselor position, the determination for filling the position shall be based on:
1. Appropriate certification and/or licensure as specified in posting.
  2. Total amount of teaching experience (includes regular and substitute experience as defined in §18A-4-1). (Total number of days worked ÷ 200 = years experience)
  3. Existence of counseling experience in the required certification area.
  4. Degree level in the required certification area (Doctorate, Masters, Bachelors).
  5. Relevant specialized training if specified on the job posting.
  6. Overall rating of satisfactory in the previous two evaluations conducted pursuant to §18A-2-12.
  7. Total seniority as a regular Calhoun County employee pursuant to §18A-4-7a and §18A-4-7b. (Seniority in the length of time a current employee has been employed in Calhoun County on a regular basis; a substitute employee who has worked 133 days or more in Calhoun during any school year will also accrue seniority (number of days ÷ 200 = seniority) exclusively for the purpose of applying for employment.)
- D. If no permanently employed instructional personnel apply for a vacant guidance counselor position, the determination for filling the position shall be based on:
1. Appropriate certification and/or licensure as specified in posting.
  2. Amount of counseling experience in the certification area (includes regular and substitute experience as defined in §18A-4-1). Total number of days worked ÷ 200 = years experience. Subject area includes the certification area(s)/grade level(s) specified on the posting.
  3. Amount of course work and/or degree level in the relevant field and degree level generally.
  4. Academic achievement (GPA) – based on highest degree completed.
  5. Relevant specialized training.
  6. Past performance evaluations.
  7. Other measures or indicators upon which the relative qualifications of the applicant may be fairly judged during interview.
- E. Any applicant who does not meet standards of the posting will not be considered for the vacant position if there are applicants who meet the standards.