

**CABELL COUNTY SCHOOLS**

Online bids end at 4:00 p.m. on the last day of the posting period.

**SPECIAL POSTING**

**SUBSTITUTE TEACHERS**

**SUBSTITUTE EMPLOYEES**

1. These positions are a day-to-day substitute contract positions in which the Superintendent and the Cabell County Board of Education cannot guarantee work. The appointment as a substitute teacher carries no assurance that any stipulated number of days of employment shall be provided. The time, place and duration of employment will be determined by the Superintendent or the Superintendent's designee. Employment as a substitute teacher must have the recommendation of the Superintendent and approval from the Board of Education.
2. The substitute contract shall remain in effect until terminated by the substitute teacher's resignation or death or until non-renewal, suspension, or termination in accordance with WV State Code or the terms of the contract of employment for the substitute teacher.
3. The substitute teacher must hold a valid West Virginia teaching certificate and meet all employment criteria.
4. The substitute teacher agrees to perform all the duties of said position and employment, and agrees to observe and enforce the rules and regulations lawfully prescribed by school authorities insofar as such rules and regulations may be applicable.
5. The substitute teacher shall supply the Superintendent or the Superintendent's designee with a telephone number that the board can call without incurring long distance charges.
6. Successful completion of 133 or more days will be considered as one year teaching experience according to WV State Code 18A-4-7a.
7. Employment of retired teachers holding a valid certificate must be in compliance with WV State Code 18A-2-3.

**ADVERTISED POSITIONS:**

**SUBSTITUTE TEACHERS**

*Please see attached job description.*

Persons interested in applying for a substitute teacher position(s) must have an application on file and utilize the online bid portal.

Notice: Under the WV Freedom of Information Act, it may be necessary to disclose the identities of applicants for positions with Cabell County Schools upon request. If Cabell County Schools receive such a request, documents that reflect the identity and qualifications of applicants will be disclosed.

Notice: Applicants may not be on a plan of improvement.

Notice: Refer to the criteria listed in the attached job description.

Notice: WV Code 18A-4-7a states after the twentieth day prior to the beginning of the instructional term, no person employed and assigned to a professional position may transfer to another professional position in the county unless approved by the Superintendent.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER DISCRIMINATION PROHIBITED**

As required by federal laws and regulations, the Board of Education of Cabell County does not discriminate on the basis of sex, race, color, religion, disability, marital status, age or national origin in its employment practices and/or the administration of any of its education programs and activities. Inquiries may be made to the Title IX Coordinator, Cabell County Board of Education, PO Box 446/2850 5<sup>th</sup> Avenue, Huntington, WV 25709, phone 304-528-5345; or to the Section 504 Coordinator, Cabell County Board of Education, PO Box 446/2850 5<sup>th</sup> Avenue, Huntington, WV 25709, phone 304-528-5029 or the US Department of Education, Director of the Office of Civil Rights (202) 720-5964; TTY(202) 402-0216..