

REVISED POLICY - VOL. 9, NO. 2

COMPETENCY TESTING FOR SERVICE PERSONNEL

The purpose of these tests shall be to provide the ~~County~~ Board of Education a uniform means of determining whether school service personnel employees who do not hold a classification title in a particular category of employment can meet the definition of the classification title in another category of employment. Competency tests shall not be used to evaluate employees who hold the classification title in the category of their employment.

Each classification title defined and listed in WV Code 18A-4-8a shall be considered a separate classification category of employment for service personnel and shall have a separate competency test, except for those class titles having Roman numeral designations, which shall be considered a single classification of employment and shall have a single competency test. The cafeteria manager class title shall be included in the same classification category as cooks and shall have the same competency test. The executive secretary class title shall be included in the same classification category as secretaries and shall have the same competency test. The classification titles of chief mechanic, mechanic and assistant mechanic shall be included in one (1) classification title and shall have the same competency test.

The competency test shall consist of an objective written and/or performance test developed by the West Virginia State Board of Education. Applicants shall have the opportunity of taking the written test orally if requested. Oral tests shall be recorded mechanically and kept on file. Persons administering the oral test shall not know the applicant personally.

The performance test for all classifications and categories other than bus operator shall be administered by an employee of the board of education or an employee of a ~~multi-county~~multi-district vocational school that serves the ~~county~~District at a location designated by the Superintendent and approved by the Board.

A standard passing score shall be established by the State Department of Education for each test and shall be used by the ~~County-District~~ Board of Education. The subject matter of each competency test shall be commensurate with the requirements of the definitions of the classification titles as provided in WV Code 18A-4-8. The subject matter of each competency test shall be designed in such a manner that achieving a passing grade will not require knowledge and skill in excess of the requirements of the definition of the classification titles.

Achieving a passing score shall conclusively demonstrate the qualification of an applicant for a classification title. Once an employee passes the competency test of a classification title, the applicant is fully qualified to fill vacancies in that classification category of employment as provided in WV Code 18A-4-8b and shall not be required to take the competency test again.

An applicant who fails to achieve a passing score shall be given other opportunities to pass the competency test when making application for another vacancy within the classification category.

Competency tests shall be administered to applicants in a uniform manner under uniform testing conditions. The ~~County~~ Board of Education is responsible for scheduling competency tests, ~~and~~ notifying applicants of the date and time of the ~~one (1) day of training prior to taking the test and the date and time of the~~ test. The ~~County~~ Board shall not utilize a competency test other than the test developed by the West Virginia State Board of Education.

When scheduling of the competency test conflicts with the work schedule of a school employee who has applied for a vacancy, the employee shall be excused from work to take the competency test without loss of pay.

~~A minimum of one (1) day of appropriate in-service training shall be provided employees to assist them in preparing to take the competency tests.~~

Competency tests shall be utilized to determine the qualification of new applicants seeking initial employment in a particular classification title as either a regular or substitute employee. The Board reserves the right to determine minimum qualifications that exceed the definition of classification titles when the best interests of students compel the identification of additional qualifications.

Once an employee holds or has held a classification title in a category of employment, that employee shall be considered qualified for the classification title even though that employee no longer holds that classification.

Board of Education of the County of Randolph v. Scott, No. 31691
WV ~~State~~-Code 18A-4-8e

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