



Grant County Schools

Office of Human Resources

204 Jefferson Ave

Petersburg, WV 26847

P. 304.257.1011 F. 304.257.2453

Administrative Application Instructions

Please see below for the list of materials required to submit a complete application packet. Please read through the information carefully. Once your application and other required documents have been received by the Office of Human Resources, your file will be reviewed.

Required Application Materials:

Current GCS Employees

1. Go the Electronic [Administrative Bid Sheet](#);
2. Complete the Bid Sheet;
3. Attach:
 1. Letter of Interest
 2. Current Résumé
 3. Reference List: please include at least 3 with current contact information

Required Application Materials:

Outside Applicants

1. Download and Complete an Application for Professional Positions;
2. Go the Electronic [Administrative Bid Sheet](#);
3. Attach:
 - a. Application for Professional Positions;
 - b. Letter of Interest
 - c. Copy of two most recent evaluations (or verification of evaluation from supervisor)
 - d. Current Résumé
 - e. Letters of Recommendation: please provide at least 2

- I. Application materials can be found at www.grantcountyschools.org under “Jobs”
- II. Any applicant who does not meet standards of the posting will not be considered for the vacant position.
- III. Incomplete, and/or inaccurate application materials will not be considered

For Assistance: please contact the Office of Human Resources.

Troy Ravenscroft, M. Ed.

Assistant Superintendent

Grant County Schools

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