

**UPSHUR COUNTY SCHOOLS**

**Posting Date: 15 August, 2025**

**Notice of Vacancy:  
Effective Date: 2025-2026 School Year**

<b>POSITION:</b>	Secretary II Rock Cave Elementary School
<b>IMMEDIATE SUPERVISOR:</b>	Principal
<b>FLSA STATUS:</b>	Non-exempt
<b>EMPLOYMENT</b>	200 Days
<b>TERM:</b>	7:30 a.m. – 3:30 p.m.
<b>SALARY:</b>	Pursuant to WV Code §18A-4-8a, in accordance with Upshur County Salary Scale. PayScale E/F, dependent of years of experience
<b>EVALUATION:</b>	Performance in this position will be evaluated annually by the building immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and UCBOE’s Guide to Performance Evaluation for Service Personnel
<b>JOB SUMMARY:</b>	The Secretary position requires performance of a variety of complex secretarial and clerical work in a school or departmental location.

**PERFORMANCE RESPONSIBILITIES: Additional Duties may be assigned.**

- Maintains confidentiality, unquestionable integrity.
- Provides secretarial, bookkeeping and administrative support.
- Assist with maintaining inventories at warehouse and schools.
- Complete duties and tasks as assigned by the Director of Special Education: orders, billing, invoicing, maintaining and monitoring grants, etc.
- May be responsible for scheduling of professional trips and/or in-services.
- Can produce accurate work with frequent interruptions.
- Serves in a liaison capacity between the building/program and the public.
- May schedule the facilities/coordinate and make necessary arrangements for activities and/or meetings.
- Establishes and maintains effective relationships with students, staff and community.
- Maintains inventory of supplies and equipment.
- Deals extensively with staff and community.
- Follows office procedures.
- Prepares accurate written communications including letters, newsletters and notices.
- Prepares various reports and communication for building, as directed.
- Complies with State Law and County policies and regulations.
- Accurately prepares county, state and federal reports from raw data, which includes generating charts and graphs on the computer as necessary.

- Greets visitors, answers phones, responds to inquiries and accurately routes messages.
- Multi-task; manage many responsibilities simultaneously.
- Other duties as assigned by the immediate supervisor and/or superintendent.

**QUALIFICATIONS:**

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to WV Code §18A-4-8e (state-approved competency test), as required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

*The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.*

***Please apply online at <https://www.upshurschools.com>, under “Employment Opportunities”.***

Required for ALL applicants.

1. Application
2. Current Transcripts (if applicable)
3. Copy of West Virginia Certifications (if available/applicable)
4. Resume including references
5. Copies of past two (2) evaluations (if applicable)

“As required by federal laws and regulation, the Upshur County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, or national origin in employment or in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, West Virginia 26201, phone no. 304-472-5480; or to the Section 504 Coordinator, Upshur County Board of Education, 102 Smithfield Street, Buckhannon, West Virginia, 26201, phone no. 304-472-5480; to the State Elimination of Sex Discrimination Project Coordinator, phone no. 304-558-7867; or to the U.S. Department of Education’s Director of the Office for Civil Rights, phone no. (215) 596-6795.”