Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149

Posting Reference #76710
Attention: All Service Personnel
NOTICE OF TEMPORARY VACANCY

POSITION: **Temporary Custodian III**

LOCATION: **Sistersville Elementary School**

SHIFT: **Day shift, Mondays through Fridays from 7:00 a.m. – 3:00 p.m.**

POSTING DATE: **November 13, 2026**

DEADLINE FOR APPLICATION: **November 20, 2026 at 11:59 p.m.**

QUALIFICATIONS:

- Candidates will be considered in order as listed in the attached **"*Order of Consideration*"**

RESPONSIBILITIES: See the attached job description.

TERMS OF EMPLOYMENT: **Temporary employment in this position will begin December 8, 2026, pending Board approval. This position will terminate at the time the regular employee on leave returns to full-time service.**

COMPENSATION: Per Tyler County Schools Pay Schedule.

BENEFITS:

- Free Optical Insurance
- Worker's Compensation
- Life Insurance
- Sick Leave Bank
- Unused Leave Compensation
- Social Security
- Health Insurance
- Liability Insurance
- Tax Sheltered Annuity
- Free Dental Insurance
- Retirement
- Paid Sick Leave

Health Reimbursement Account
Unemployment Compensation

DIRECTIONS TO APPLY THROUGH OUR DISTRICT WEBSITE:

1. Go to http://www.tylercountypublicschools.com
2. Go to Employment
3. Find the position you are interested in and click the red apply button.
4. All Tyler County positions are posted and applied for on Frontline
5. Submit a résumé of your coaching experience.
6. Submit your philosophy of coaching.

PROCEDURES FOR APPLICATION FOR CLASSIFIED SERVICE PERSONNEL POSITIONS:

Send all listed application materials to:

Tricia Feldmeier, Director of Human Resources
Tyler County Schools
P.O. Box 25
Middlebourne, WV 26149

Current Tyler County Schools employees need only submit a Bid Form.

Documents and certifications required to be submitted by the Deadline for Application shown on the posting are:

- Complete application and supplemental documents as provided and requested by the Tyler County School District in their application packet. Applications are available online; however, a complete packet will be mailed at the applicant's request. Documents to be provided by the deadline stated in the posting for consideration for employment are:

1. A Bid Form for Classified Service Personnel Vacancies
2. The four-page application
3. A "Disclosure of Background Information" form
4. A current résumé that includes your work history.
5. A copy of your high school diploma and a transcript showing your date of graduation from high school.
6. Copies of unofficial transcripts from any and each institution where you completed post-secondary coursework. This includes any college or trade school attended after graduating from high school or acquiring a GED.
7. Three (3) letters of reference provided using the form in the application packet and provided online.

TYLER COUNTY SCHOOLS
Job Description

TITLE: Custodian III / Substitute Custodian

QUALIFICATIONS:

1. Completion of high school, GED.
2. Experience and/or working knowledge of building cleaning, methods, materials, equipment operation, and security services.
3. Awareness of factors of fire and health safety involved in the care of buildings.
4. Able to create personable relations with co-workers, building occupants, and the public in general.
5. Physical strength, dexterity, stamina, and ability to do manual work.
6. Familiarity with basic repair skills and methods.
7. Ability to operate heating and cooling systems.
8. Working knowledge of grounds equipment and horticulture methods.
9. Possess a valid driver's license.

RESPONSIBLE TO: Building Principals

NATURE OF WORK:

1. Consists of custodial work involving independent activity to keep school clean, sanitary, in an orderly condition, and performance of minor maintenance tasks including maintenance of grounds.
2. Employees in this classification perform assigned manual work of ordinary difficulty and responsibility. Job assignments are in the form of written or oral instructions and are performed under supervision and reviewed periodically.

PERFORMANCE RESPONSIBILITIES:

1. Cleaning and washing floors, walls, ceilings, dusting and polishing furniture, washing windows, stripping, spraying, buffing, waxing, and polishing floors, cleaning and sanitizing restrooms, and disposing of garbage and trash.
2. Set up and shift furniture and equipment as required.
3. Provide assistance to students, teachers, other employees as assigned, and the general public as assigned.
4. Transport teaching supplies and equipment as required by principal.
5. Maintain watch over property and grounds against trespassing, vandalism, and fire hazards.
6. Assist in building maintenance on a handyman's level by replacing window glass, cleaning gutters and drainpipes, freeing stopped sanitary and sink plumbing, repairing leaks, repairing furniture, doing simple painting, replacing lights, and performing other related work.
   Substitute Custodian
7. Maintain grounds by cutting grass with hand and power mowers, collecting litter, trimming bushes and small trees, raking grounds, removing snow from walkways, performing minor maintenance and repairs to walks, paths, walls, play apparatus, roads, and site improvements.
8. Operate heating, lighting, ventilation, and electrical controls as specified. Perform routine lubrication services and minor preventive maintenance services.
9. Operate security systems and fire safety systems.
10. Inspect building and report deficiencies.
11. Perform inventory control checks.
12. Order miscellaneous custodial material and supplies.
13. Keep records.
14. Perform other related work as assigned by the principal.
15. Acquire pertinent staff development to maintain/upgrade skills in water and HVAC systems.

TERM OF EMPLOYMENT: As needed at the discretion of the Tyler County Board of Education.

EVALUATION: Performance will be as necessary throughout the employment term.

SALARY: Daily rate will be based on state and county salary schedules.

ORDER OF CONSIDERATION

According to WV Code §18A-4-8b, amended and passed by the Legislature on April 11, 2009, effective on July 10, 2009, any job openings for school service personnel shall be filled based on seniority, qualifications, and evaluations of past service in the following order:

1. Regularly employed service personnel who hold a classification title within the classification category of the vacancy;

2. Service personnel on the preferred recall list who have held a classification title within the classification category of the vacancy;

3. Regularly employed service personnel who do **not** hold a classification title within the classification category of the vacancy;

4. Service personnel on the preferred recall list who have **not** held a classification title within the same classification category as the vacancy;

5. Substitute service personnel who hold a classification title within the same classification category as the vacancy;

6. Substitute service personnel who do **not** hold a classification title within the same classification category as the vacancy; and

7. New service personnel.

WV Code §18-A-4-8b = Qualifications shall mean that the applicant holds a classification title in his or her category of employment and must be given first opportunity for promotion and filling vacancies.

* Employees placed upon preferred recall list as a result of a Reduction in Force (RIF) shall be recalled to any position opening by the County Board within classification(s) where they had previously been employed, or to any lateral position for which the employee is qualified or to a lateral area for which an employee has certification and / or licensure.

WV Code §18A-4-8g = Service personnel who are employed in a classification category at the time when a vacancy is posted in the same classification category of employment shall be given first opportunity to fill such vacancy.

Seniority acquired within different classification categories shall be calculated separately, that when a school service employee makes application for a position outside of the classification currently held, if the vacancy is not filled by an applicant within the classification category of the vacancy, the applicant shall combine all regular employment seniority acquired for the purpose of bidding on the position.

DISCRIMINATION PROHIBITED: The Tyler County Board of Education does not discriminate on the basis of sex, race, color, religion, handicapping condition, age, and national origin in employment and in the administration of any of its education programs and activities. Inquiries may be directed to Tricia Feldmeier, Title IX Coordinator, Tyler County Board of Education, P.O. Box 25, Middlebourne, WV 26149, telephone number 304-758-2145; or to Melinda Walton, Section 504 Coordinator, Tyler County Board of Education, P.O. Box 25, Middlebourne, WV 26149, telephone number 304-758-2145, or to the U.S. Department of Education's Director of the Office for Civil Rights, telephone 215-596-6795.