UPSHUR COUNTY SCHOOLS

Notice of Vacancy:

POSITION:	**Substitutes Teachers:**
IMMEDIATE SUPERVISOR:	Principal
FLSA STATUS:	Non-exempt
EMPLOYMENT TERM:	Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by UCBOE
SALARY:	Pursuant to WV Code §18A-4-2, in accordance with Upshur County Substitute Teacher Salary Schedule, commensurate with experience and education level
EVALUATION:	Performance in this position will be evaluated annually by the building principal/transportation supervisor/immediate supervisor in accordance with WV State Code §18A-2-12, WV State Board Policy 5314, and UCBOE's Guide to Performance Evaluation for Service Personnel

JOB SUMMARY: Provide appropriate instruction to students and insure that the students meet the learning objectives and standards for the appropriate grade level.

PERFORMANCE RESPONSIBILITIES:

- Responsible for planning and implementing the WV College and Career Readiness Standards and Objectives.
- Responsible for implementing adopted and supplemental academic programs.
- Responsible for implementing 21st Century Learning Skills and Technology Tools.
- Responsible for planning and implementing collaborative models with special education students and teachers.
- May be responsible for planning and implementing designated co-curricular activities and/or programs at the school such as curricular fairs, awards programs and field trips.
- Design standards driven instruction and use a balanced assessment approach to guide student learning.
- Responsible for planning and implementing support for personalized learning for all students to respond to the unique characteristics of learners.
- Strong working/communication skills with students, parents and peers.
- Willing to implement any other programs designated by principal, central office and WVDE for school improvement.
- Establish and maintain a safe and appropriate learning environment.
- Fulfill and demonstrate professional growth in the West Virginia High Quality Standards and improvement in professional practice.
- Includes supervisory and/or other duties as assigned by Principal.

Professional Teaching Standards:

Curriculum and Planning

- The teacher demonstrates a deep and extensive knowledge of the subject matter.

- The teacher designs standards-driven instruction using state-approved curricula.
- The teacher uses a balanced assessment approach to guide student learning.

The Learner and the Learning Environment
- The teacher understands and responds to the unique characteristics of learners.
- The teacher establishes and maintains a safe and appropriate learning environment.
- The teacher establishes and maintains a learner-centered culture.

Teaching
- The teacher utilizes a variety of research-based instructional strategies.
- The teacher motivates and engages students in learning, problem solving and collaboration.
- The teacher adjusts instruction based on a variety of assessments and student responses.

Professional Responsibilities for Self-Renewal
- The teacher engages in professional development for self-renewal that guides continuous examination and improvement of professional practice.
- The teacher actively engages in collaborative learning opportunities for self-renewal with colleagues.

Professional Responsibilities for School and Community
- The teacher participates in school-wide collaborative efforts to support the success of all students.
- The teacher works with parents, guardians, families, and community entities to support student learning and well-being.
- The teacher promotes practices and policies that improve school environment and student learning.

QUALIFICATIONS:

Valid teaching certificate licensing the individual to teach in the specializations and grade levels, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a, or valid substitute teaching permit.

Maintain up-to-date certifications/licensure as per WVBE Policy 5202.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see and use repetitive motions. While performing the duties of this job, the employee may **frequently lift and/or move at least 50 pounds (100 pounds vertically for Special Education and Transportation positions)** of materials, children, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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.

Deadline for receipt of application: The closing time for applying for this position is **30 December, 2025**, 4:00 p.m. **(All applicants are responsible for verifying receipt of their application materials with Kelsey Turansky before the close of the posting deadline).**
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."