UPSHUR COUNTY SCHOOLS

Notice of Vacancy
Effective Date: 2026-2027 School Year

POSITION: Auxiliary/Majorette Advisor
Buckhannon-Upshur High School

IMMEDIATE SUPERVISOR: Principal and/or Athletic Director

SALARY: Upshur County Schools co-curricular salary scale as per UCBOE Policy

EVALUATION: Performance in this position will be evaluated by the building principal/ athletic director/principal's designee and in accordance with WV State Board Policy 5310, and UCBOE Policy 5010

JOB SUMMARY: The person employed for this position must be able to teach the fundamentals of the sport and instill good sportsmanship behaviors in the participants. Additionally, adherence to school and district policies is required.

PERFORMANCE RESPONSIBILITIES:
Professional and Interpersonal Relations: Communicates with educational personnel, parents, students, and others. Choreographs auxiliary routines and arranges rehearsals. Items that may be used to reflect professional and interpersonal relations:

- Cooperates with Building Principal and Athletic Director.
- Cooperates with Band Director
- Provides appropriate conduct and technical expertise in the coaching of team members
- Schedules and supervises all practices and performances
- Understand and follow written and oral directions.
- Must be in compliance with WVSSAC rules and regulations as well as school and district policies
- Develops rapport with coaching staff within the school.
- Develops positive relationship with participants, student body, faculty, parents and community, game officials, news media, and opponents.
- Employs appropriate conduct during games and practices.
- Participate in activities that foster professional growth and development.
- Commands respect by example in appearance, manners, behavior and language.
- Ensures compliance to all school and county related policies and practices.
- Other duties as assigned by the principal and/or principal's designee.

In addition, the Majorette Advisor will:
- Will oversee the selection and training of the Majorette team ability.

- Choreograph, arrange, and implement auxiliary routines as an integrated part of the marching band.
- Direct and prepare for all majorette performances.
- Participate in *all* Upshur County parades and the West Virginia Forrest Festival.
- Act as a chaperone for any performances.

Coaching and Related Areas: Organizes strategies for teaching sports skills and sports management systems. Items that may be used to reflect coaching and related areas:

- Develops high caliber and quality instruction.
- Teaches fundamental skills.
- Handles athletic injuries.
- Cares for equipment.
- Supervises participants and disciplines team appropriately.
- Designs quality organization of practice sessions.
- Supervises managers and other support personnel.
- Manages budget.
- Follows purchasing procedures.
- Initiates performance organization skills.
- Devotes time and energy to coaching duties.
- Follows end of season procedures.
- Other duties/responsibilities assigned by the principal/athletic director/principal's designee.

QUALIFICATIONS:
Valid West Virginia teaching certificate licensing; or, WVDE teaching permit or substitute permit; or, high school diploma or GED alongside WVDE Coaching authorization. Preference will be given to individuals who have experience in choreography and/or working with majorette/dance teams.

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)

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