UPSHUR COUNTY SCHOOLS

Notice of Vacancy

POSITION: Student Council Advisor

IMMEDIATE SUPERVISOR: Principal

FLSA STATUS: Exempt

EMPLOYMENT TERM: 2026-2027 School Year, ongoing

SALARY: Upshur County Schools as per UCBOE Policy 8006.

EVALUATION: Performance in this position will be evaluated by the building level principal or designee in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and UCBOE Policy 5010

JOB SUMMARY: The Student Council Advisor is responsible working with students to advise and oversee the activities of Student Council. Specifically: encouraging a cooperative spirit among students, staff and the community; promote student participation in school and extracurricular activities; uphold citizenship, scholarship, and sportsmanship; increase school unity, loyalty and spirit.

PERFORMANCE RESPONSIBILITIES:

- Communicate regularly with and act as the liaison person between the Student Council members, faculty, administration, and parents of Council members.
- Coordinate activities with class advisors.
- Establish standards for Student Council (attendance, involvement, ethics, etc.).
- Correlate the Student Council program with the philosophy of the school and the school district.
- Work with members of the Student Council to select, plan, and run a variety of student activities throughout the school year.
- Coordinate fundraising efforts, which support the designated fundraisers and in-house events.
- Actively seek students to participate in Student Council events; seek faculty assistance on Student Council projects, activities, and events.
- Supervise and instruct students as to the proper parliamentary procedures when participating in Student Council meetings.
- Supervise closely the expenditure of Student Council funds and help prepare the budget.
- Attend all Student Council meetings and approve all projects and activities; be present at all Student Council sponsored functions.
- Organize and supervise school service to the community.

- Supervise and give guidance in the planning of agendas, activities, events, and projects.
- Other duties as may be assigned by the principal.

QUALIFICATIONS:

- Employed as a full time professional at the school's location.
- Meets the hiring requirements for Upshur County Schools and the West Virginia Department of Education.

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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