

**UPSHUR COUNTY SCHOOLS**

**Posting Date: 24 September, 2025**

**Notice of Vacancy  
2025-2026 School Year**

<b>POSITION:</b>	<b>Multi-School</b> School Counselor Rock Cave Elementary/Hodgesville Elementary
<b>IMMEDIATE SUPERVISOR:</b>	Principals
<b>FLSA STATUS:</b>	Exempt
<b>EMPLOYMENT TERM:</b>	Minimum 200 days annually, pursuant to WV Code §18-5-45; extended employment terms may be established by UCBOE
<b>SALARY:</b>	Pursuant to WV Code §18A-4-2, in accordance with Upshur County Teacher Salary Schedule, commensurate with experience and education level
<b>EVALUATION:</b>	Performance in this position will be evaluated by the building principal/immediate supervisor and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and UCBOE Policy 5010

**JOB SUMMARY:** A professional school counselor who develops, delivers, and maintains a data driven, comprehensive developmental counseling program addressing the academic, career, and personal/social development of all students.

**PERFORMANCE RESPONSIBILITIES:**

- Deliver guidance curriculum in collaboration with classroom teachers and other appropriate professionals.
- Assist in ensuring compliance to WVBE Policy 2315.
- Provide direct and indirect services to students as per WVBE Policy 2315.
- Provides counseling for students on an individual and group basis in the effort to solve personal problems, and provide developmental, preventive and remedial guidance and counseling programs to meet academic, social, emotional and personal needs.
- Obtains and disseminates occupational information to students.
- Organizes transition programs for students entering/leaving the school.
- Provides individual and group counseling to help students evaluate career/educational interests and choices.
- Assists in scheduling of new students – i.e., subjects needed, credit verification, securing records, etc.
- Assists in the placement of students in appropriate classes, electives, and alternative educational programs.
- Provides crisis intervention for students who have serious, urgent or chronic problems.
- Works to prevent students from dropping out of school through individual and group

counseling aid: At Risk Students.

- Provides information for students and parents about at-risk programs.
- Coordinates referrals of students to pupil services and to community agencies, such as mental health, human services, etc.
- Consult with teachers, staff, and parents regarding the academic, personal and social needs of students.
- Coordinates guidance and counseling related activities. (i.e., career and college day programs).
- Interprets test results for students, teachers, parents, and other individuals, upon request.
- Provides information for students and parents about financial aid (High School Counselor).
- Use and analyze student data to maximize students' performance and academic opportunities.
- Assist in the coordination of the school advisory program.
- Collect and analyze counseling program data to refine and improve program delivery.
- Devotes no more than 25% of the workday to counselor related administrative duties.
- Perform all duties within the professional ethics outlined in the ASCA National Model.
- Attend and participate in all required in-service programs.
- Stay current through professional development opportunities.
- Share expertise and knowledge with the staff.
- Familiarity and experience with WVEIS.
- Demonstrate punctuality and dependability.
- Demonstrates an understanding of the Professional School Counselor Standards.
- Performs other duties as assigned by principal.

**QUALIFICATIONS:**

Valid Master's Degree in School Counseling; Must hold or be eligible for a West Virginia Service Certificate in Guidance and Counseling, pursuant to WV Code §18-5-18b; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate.

*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

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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."