

UPSHUR COUNTY SCHOOLS

Posting Date: 08 October, 2025

Notice of Vacancy
Effective: 2025-2026 School Year

POSITION: Student Council Advisor Assistant
Buckhannon-Upshur High School

IMMEDIATE SUPERVISOR: Principal

FLSA STATUS: Extracurricular

EMPLOYMENT TERM: 2025-2026, ongoing School Year

SALARY: \$500 Stipend per year

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 Assistant is responsible working with students to advise and help the SCA 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:

- Assist the Student Council Advisor in Communicating 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.

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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