



Notice of Job Vacancy #26-067

Posting Date: January 15, 2026

Position: School Counselor at Clay Battelle Middle/High School serving Monongalia County Schools
Number of Positions: One (1)

Employment Term: Part-time / "as needed" for the 2025-2026 school year.
Work may be offered until May 29, 2026* (*Anticipated last day)

School Counselors who are hired under this posting are scheduled to work no more than 14 hours per week. Additional days may be needed depending on snow days.

Salary: \$30.00 per hour

Job Description:

The School Counselor provides academic, social-emotional, and career support to students by implementing a comprehensive school counseling program. The counselor collaborates with educators, families, and community partners to remove barriers, advocate for student well-being, support inclusion, and promote student success.

Qualifications:

- Master's degree in School Counseling or related counseling field
- Valid state certification/licensure
- Experience working with children or youth in educational or mental-health settings
- Knowledge of counseling techniques, ethical standards, confidentiality laws, and crisis response

Key responsibilities include:

Academic Support

- Monitor and support student academic progress
- Assist with goal-setting and course planning
- Facilitate MTSS academic interventions and data collection
- Support students with study habits, time management, and organizational skills

Social-Emotional Development

- Provide short-term individual or small group counseling
- Teach classroom lessons aligned to ASCA domains
- Support positive school culture
- Respond to crises
- Conduct risk/safety assessments following district procedure
- Consult with fellow counselors, administrators, teachers, and families regarding student needs

Career and College Readiness

- Introduce postsecondary pathways with a focus on career clusters and personal strengths
- Facilitate career exploration activities, interest inventories, and early goal-setting

- Support developmental readiness for future high school programming decisions

Program Leadership and Collaboration

- Participate in school teams (MTSS, IEP/504, attendance, PBIS, crisis response)
- Maintain confidential student records and documentation
- Use student data to inform counseling goals, interventions, and program evaluation
- Connect students and families with school and community-based supports and services
- Support schoolwide initiatives promoting positive behavior and engagement

Additional General Requirements:

- Strong communication and Interpersonal skills
- Ability to collaborate with students, staff, and families
- Skilled In mediation, conflict resolution, and social-emotional intervention
- Knowledge of the developmental needs of children and adolescents
- Ability to analyze data to guide interventions
- Empathy, advocacy, and cultural responsiveness
- Organizational and time-management skills

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works In a school environment; serves multiple grade levels depending on assignment
- Uses a combination of classroom lessons, small groups, and individual sessions
- Collaborates regularly with teachers, administrators, school nurses, social workers, and additional personnel
- May support crises, testing coordination, attendance Initiatives, and schoolwide planning

Reports To: Clay Battelle Middle/High School Administrators; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Anticipated Start Date: Immediately following the onboarding process.

Application Process: You may submit your application one of two ways:

Online application can be made via Teach-In West Virginia Application System by clicking on

the link below: [Use this link to go to the online application system.](#)

Hard copy EPIC application can be found by [clicking on this link.](#) Once completed, you may submit it along with your credentials to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention:

Human Resources Fax to 304-267-3599 Attention: Human Resources

This posting will remain open until filled or no longer needed.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.