

Notice of Job Vacancy #19-00PST1

Posting Date: July 1, 2018

Position: **Part-Time/ "As Needed"** Regional Public Service Training Instructors

Employment Term: part-time / "as needed"

Employment Classification: Non-Exempt

Salary: \$20.00 per hour

Qualifications:

- Certified through West Virginia Department of Education as an Emergency Medical Technician, Fire Service Training, and/or Law Enforcement instructor.
- Demonstrated superior interpersonal skills and organizational abilities.
- Demonstrated ability in verbal and written communication skills.

Job Description: The selected candidate will provide regional public service training instruction as needed through the Public Service Training program.

Expectations & Responsibilities:

- Works effectively as a member of a team.
- Demonstrates self-control and exhibits an attitude of mutual respect.
- Demonstrates appropriate ethics and good work habits.
- Demonstrates an ability to work effectively with local, county, and state personnel
- Maintains and upgrades professional skills.
- Conducts training and/or evaluates classes for EMS, Fire Service, Law Enforcement, and other classes as needed
- Willingness to work evenings and weekends.
- Willingness to travel
- Willingness to attend all local, regional, state, and national meetings as needed.
- Maintains records and processes required forms necessary to conduct training needed for state licensing boards, etc.
- Submits all required paperwork in a timely manner.

Reports to: Public Service Training Coordinator; EPIC Administrator

Conditions of Employment: Recommended by the PST Coordinator, approved by the EPIC Administrator and confirmed by the EPIC Advisory Council

Start Date: To be determined, pending approval process

Application Process:

A completed hard copy EPIC application may be submitted one of three ways and can be found on the EPIC website at www.epicresa8.org

1. Submit hard copy applications to:
EPIC
109 South College Street
Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director
2. Submit electronically to sdjohnson@k12.wv.us .
3. Submit by FAX to 304-267-3599 Attention: Shannon Johnson.

Online application can also be made via Search Soft. Look for Position #19-00PST1. If you cannot see the job, you may need to change your "Locations" tab to include the EPIC (formerly RESA 8) by clicking on the appropriate box.

To access Search Soft, go to https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808 .

PLEASE NOTE: This is an open posting for FY'19.

All applications will be logged by the EPIC Human Resources Director and forwarded to the Public Service Training Coordinator for consideration of opportunities as needed.

If you have specific questions about the Public Service Training program, please contact:

David Plume, Public Service Training Coordinator
304 596-2653 – Office Direct Dial
800 367-3728 Ext 112 – Office Toll Free
304 267-3599 - Fax
dplume@k12.wv.us

The Eastern Panhandle Instructional Cooperative (EPIC) is an Equal Opportunity Employer.