



## **Notice of Job Vacancy #20-091**

**Posting Date:** January 29, 2020

**Position:** Part-time Van Aides for the EPIC Pre-K Special Needs Transportation Program in Berkeley County

**Employment Term:** part-time / "as needed"

**Salary:** \$10.50 per hour

**Qualifications:** Applicants must be able to pass a background check, be able to work flexible hours, have patience with children, have the ability to lift a min of 40 pounds, and hold a high school diploma or equivalent; prefer one year of experience working with young children

**Job Description/Responsibilities:** Provide assistance to the driver and support with interaction with students with special needs on the van as needed.

**Reports To:** EPIC Transportation Coordinator; EPIC Administrator

**Conditions of Employment:** Recommended by the EPIC Transportation Coordinator and EPIC Administrator; Confirmed by the EPIC Regional Council

**Start Date:** To be determined, pending approval process.

**Application Process for Current EPIC Employees:** If your application, resume or reference information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, HR Director. Current employees are also welcome to apply via Search Soft (see below.)

**Application Process for New Candidates:** You may submit your application one of the following ways:

**Online application** can be made via Search Soft by clicking on the link below:

[https://ats1.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00012808](https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808)

**Hard copy EPIC application** can be found at [www.epicresa8.org](http://www.epicresa8.org)

1. Submit hard copy applications and cover letter to:  
EPIC  
109 South College Street  
Martinsburg, WV 25401 Attention: Shannon Johnson, HR Director
2. A copy of the EPIC application with cover letter may be submitted electronically to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org).
3. A copy of the EPIC application and cover letter may be FAXED to 304-267-3599 Attention: Shannon Johnson.

All applications must be received by **February 23, 2020** for consideration.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.