

Notice of Job Vacancy #20-092

Posting Date: January 29, 2020

Position: Part-Time Aides for the Head Start Pre-K Program in Morgan County

Employment Term: Part-Time / "As Needed"

Salary: \$11.50 per hour

Qualifications: Negative TB test, pass a physical exam, clear background check, be able to work flexible hours, patience with children, and a high school diploma, GED/TASC or equivalent

Job Description/Responsibilities: May include being a bus aide, filling in as a classroom assistant, giving breaks to education staff, providing meals to students, etc. Responsibilities will vary depending on position and duties assigned on any given day.

Reports To: Head Start Site Manager; Head Start Director; EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director and EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process for Current 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, Human Resources Director. Current employees may also 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

If you cannot see this job when you log into your Search Soft account, check your location tab and ensure you have selected EPIC as one of your location choices.

Hard copy EPIC application can be found at www.epicresa8.org

1. Submit hard copy applications and cover letter to:
EPIC
109 South College Street
Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director
2. A copy of the EPIC application with cover letter may be submitted electronically to [sdjohnson@wvesc.org](mailto:sjohnson@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.

