

## Notice of Job Vacancy #20-094

Posting Date: February 4, 2020

Position: Day-to-Day Substitute Teachers for the Head Start Pre-K Program in Berkeley, Jefferson and/or Morgan Counties

Employment Term: "As Needed" during the school year

Salary: Based upon the EPIC Substitute Teacher Scale

Qualifications: Candidates must hold or be eligible to obtain a valid WV Department of Education professional teaching license or substitute teaching permit (the sub permit requires completion of the 12-hour substitute teacher training class, 6 hours of documented observations, Bachelor's degree with at least a 2.0 GPA on official transcripts, and successful passing of a background check.) Preference will be given to applicants who have current certification and/or those eligible with experience working with pre-school students and/or students with special needs.

**PLEASE NOTE:** There is an upcoming WV Substitute Teacher Training class scheduled for February 18-19, 2020 from 8:30-3:30 each day in our EPIC Martinsburg office if you need the class to obtain eligibility or to renew your permit. visit [www.epicsa8.org](http://www.epicsa8.org) for more information and to register.

Job Description/Responsibilities: The successful candidates will facilitate developmentally appropriate learning in a classroom setting for children ages 3 and 4 in the absence of the regular classroom teacher. Responsibilities include establishing a safe and healthy classroom environment, preparing lesson plans, screening children, tracking children's progress on CC.Net and maintaining written observations, involving parents directly in classroom activities, participating in meetings and professional development as needed, and other duties as assigned

Reports To: Head Start Child Development Manager; Head Start Director; EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director & 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 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 [https://ats1.searchsoft.net/ats/app\\_login?COMPANY\\_ID=00012808](https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808)  
If you cannot see this job, 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.epicsa8.org](http://www.epicsa8.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 **March 1, 2020** for consideration.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.  
Head Start/Early Head Start is funded by the US Administration for Children and Families

