

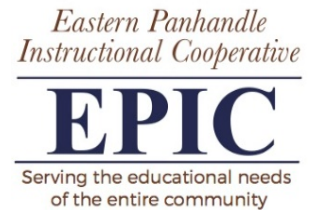
## **Notice of Job Vacancy #20-096**

**Posting Date:** February 10, 2020

**Position:** Head Start Child Development Specialist

**Employment Term:** Full-Time / 205 days per fiscal year

**Salary:** Based upon the EPIC Professional Scale with Assistant Director Supplement



### **Qualifications:**

1. Master's or enrollment in a MA degree in Early Childhood Education, Early Childhood Education/Special Education, Special Education with an Early Childhood endorsement.
2. Hold current WV Department of Education Teaching Certificate.
3. At least 2 years teaching experience; supervisory experience preferred.
4. Valid driver's license and reliable transportation.

### **Essential Functions:**

1. Coordinate all activities to center-based educational objectives as stated in Head Start Performance Standards.
2. Supervise and evaluate each child development staff involved in educational services.
3. Ensure that program-wide services, prenatal to five, respond to strengths, challenges and needs of families in the community.
4. Arrange, provide and support ongoing in-service professional development and technical assistance to all teaching personnel, including home visitors.
5. Coordinate, collect and analyze data from child screenings and assessments (speech, hearing, developmental and social-emotional) and provide monthly reports to management team to support and guide program goals.
6. Participate on committees, in and outside the program, whose focus is education.
7. Assist teachers in development of steps to support transitions of all children and families to and from other early learning settings including Early Head Start three-year olds or to kindergarten.
8. Share input from families with program management regarding the effectiveness of parent involvement/being their child's first teacher.
9. Review, analyze and share data related to family engagement, how to improve program systems and services in partnership with program staff and family representatives.
10. Complete, analyze and provide report on data profiles in each county. Complete twice a year.
11. Prepare orders for necessary educational materials and equipment for the program. Assist in purchasing supplies, if requested.
12. Review and analyze monthly status reports for compliance with Head Start Performance Standards.
13. Facilitate the Child Development Cornerstone.
14. Work with other professionals and agencies including the LEAs for each county to support coordinated, integrated and comprehensive services for families across the organization and communities.
15. Monitor classrooms using Creative Curriculum Fidelity Tool, CLASS (if not a trained observer, will need to be) and other evaluations tools.
16. Support Mental Health consultant as needed in meeting the needs of staff (training/understanding) and our children and families.
17. Other related duties as required.

### **Additional General Requirements:**

1. Adhere to Head Start Performance Standards, EPIC and Head Start/Pre-K Policy and Procedures, the NAEYC Code of Ethics and childcare regulations.
2. Participate in meetings, professional development, and continuing education programs as required or suggested by Head Start/Pre-K and sponsoring organizations.
3. Prepare and submit written reports as required.
4. Attend evening meetings and perform overnight travel as required.

5. Comply with all WVDE requirements and WVDHHR regulations.
6. Agency approval of Criminal Investigation Bureau records.
8. Maintain CPR and First Aid Certification and current WV Department of Education Certification.
9. Will register and maintain a WV STARS credential

Physical Demands: The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position may require strenuous activity including but not limited to standing, bending, kneeling, lifting, holding, etc.

- 1) to assure the well-being and safety of children ranging from approximately 25 to 80 (plus or minus) pounds
- 2) to carry supplies into homes, office, etc.
- 3) to climb stairs
- 4) to fulfill other reasonable duties and responsibilities as required by the supervisor.

Work Environment: The selected candidate must transport him/herself by personal vehicle from one work site to another on a regular basis. Designated work sites may include locations not owned or operated by EPIC including outdoor venues, public facilities, school buildings and/or private residences.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned by the Head Start Director, EPIC Administrator and/or their designee.

Reports To: Head Start Director; EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director & EPIC Administrator; Confirmed by the Head Start/Early Head Start Policy Council & EPIC Regional Council

Start Date: To be determined, pending approval process.

Application Process for Current Employees: If your application 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 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 [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.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, 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 24, 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