

Notice of Job Vacancy #21-010

*Eastern Panhandle
Instructional Cooperative*

EPIC

Serving the educational needs
of the entire community

Posting Date: June 30, 2020

Position: Head Start / Pre-K Education Mentor / Coach

Employment Term: part-time / "as needed" – NTE 140 days per FY

Salary: Daily Rate based on the EPIC Professional Salary Scale

Qualifications:

1. Minimum Master's degree in ECE or related field.
2. Holds current WV Department of Education Professional Teacher Certificate.
3. At least 2 years Head Start experience.
4. Supervisory experience preferred.
5. CLASS (Classroom Assessment Scoring System) observer certification - Able to do CLASS observations with reliability. CLASS trainer status preferred
6. Valid driver's license and reliable transportation.

Job Description/Responsibilities: The successful candidate will:

- Train and mentor Education Managers to objectively provide feedback to education staff, including center and home base, based on Head Start Performance Standards, CLASS and other classroom observation tools.
- Arrange, support and implement a systemic approach to training and professional development. System must include research-based approaches that are focused on:
 - effective curricula implementation
 - knowledge of HSELOF content
 - partnering with families
 - supporting children with disabilities and their families
 - providing effective and nurturing adult-child interactions, supporting dual language learners as appropriate
 - addressing challenging behaviors
 - preparing children and families for transitions
 - use of data to individualize learning experiences to improve outcomes for children
- Assist teachers and managers in the development of quality environments including outdoor.
- Support research-based coordinated coaching strategies for:
 - intensive coaching for those staff identified as benefitting most from Intensive coaching (opportunities to include observation, feedback, modeling)
 - for staff not identified for intensive coaching, to receive other forms of research-based professional development aligned with program performance goals
- Other duties as assigned.

General Requirements.

1. Adhere to Head Start Performance Standards, EPIC and EPIC Head Start/Pre-K Policy and Procedures and the NAEYC Code of Ethics.
2. Participate in meetings, trainings, and continuing education programs as required or suggested by Head Start and sponsoring organizations.
3. Prepare and submit written reports/documentation as required.
4. Attend evening meetings and perform overnight travel as required.
5. Comply with all WVDE and WV DHHR regulations.
5. Agency approval of Criminal Investigation Bureau records.

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 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: Early Head Start / Head Start Director; EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director and EPIC Administrator; Approved by the Head Start/Early Head Start Policy Council, Confirmed by 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 Unified Talent online (see below.)

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

Online application can be made via Unified Talent 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

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
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 **July 4, 2020** for consideration.