



Notice of Job Vacancy #21-053

Posting Date: August 13, 2020

Position: Head Start / Pre-K Substitute Bus Drivers in Berkeley, Jefferson and/or Morgan County

Employment Term: part-time / "as needed"

Salary: Daily Rate based upon the EPIC service salary schedule

Qualifications: Applicant must have a valid CDL license, WV school bus driver's certification, high school diploma/GED or equivalent; prefer one year experience working with young children and bus driving experience.

Job Description: Transport preschool children for morning and afternoon classroom sessions as well as field trips and other family activities as needed.

Responsibilities: Drive a school bus; delivery of vehicle for maintenance to local garage; record-keeping and reporting; attend meetings as required; adherence to Federal Head Start Performance Standards; adherence to WV Pre-K Standards; adherence to EPIC Policies and Procedures; adherence to WV Child Care Licensing Requirements; and adhere to WV School Bus Regulations.

Reports To: Lead Bus Driver/Trainer, County Manager, Head Start Director, EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director and EPIC Administrator; Confirmed by the Head Start Policy Council and 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 EPIC employees may also apply via Search Soft (see below.)

Application Process for New Candidates: Please indicate your preferred county or counties in your application, which may be submitted 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

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, HR 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: EPIC HR

This position will remain open until filled.

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.