

Notice of Job Vacancy #21-066

Posting Date: August 31, 2020

Position: Substitute Pre-K Teachers for Head Start in Berkeley, Jefferson and/or Morgan counties

Employment Term: Part-time / "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 or Associate'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.

Job Description/Responsibilities: The successful candidate(s) 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. Substitute teachers may need to provide substitute instruction and student support services remotely if students are attending school remotely or in the event of extended school closure due to COVID-19, as directed.

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

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

Start Date: TBD pending hiring process

Application Process for Current EPIC 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 online (see below.)

Application Process for New Candidates: You may submit your application one of the following ways. Please indicate on your application which county or counties you are interested in substitute teaching in & provide evidence of your WV substitute teaching permit or eligibility to obtain a WV substitute teaching permit with your application for full consideration:

Online application can be made online 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 to: EPIC
109 South College Street
Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director
2. A copy of the EPIC application may be submitted electronically to sdjohnson@wvesc.org .
3. A copy of the EPIC application may be FAXED to 304-267-3599 Attention: Shannon Johnson.

This posting will remain open through December 31, 2020.

Please provide evidence of your WV sub permit or eligibility for a WV sub permit in your application for full 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

*Eastern Panhandle
Instructional Cooperative*

EPIC

Serving the educational needs
of the entire community