

## **Notice of Job Vacancy #21-099**

Posting Date: December 21, 2020

Position: Part-Time Aides for the Head Start Pre-K Program in Berkeley County

Employment Term: Part-Time / "As Needed" based on student attendance in physical classrooms

Salary: \$11.50 per hour

Qualifications: Negative TB test, pass a physical exam, clear background check, be able to work flexible hours, patience with children, and a high school diploma, GED/TASC or equivalent

Job Description: Selected candidates will provide support to the EPIC Head Start Pre-K program in Berkeley County.

Responsibilities: May include being a bus aide, filling in as a classroom assistant, giving breaks to education staff, providing meals to students, etc. Responsibilities will vary depending on position and duties assigned on any given day. Aides may be required to assist with duties associated with COVID-19 safety protocols including student, staff and visitor temperature screenings; escorting students traveling throughout the facility; assisting with additional cleaning procedures; etc.

Reports To: Head Start Site Manager; Head Start Director; EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director and 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 may also apply online (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 by clicking on the link below:

[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 when you log into your Search Soft account, check your location tab and ensure you have selected EPIC as one of your location choices; check your preferences to ensure you have selected service opportunities.

**Hard copy EPIC application** can be found at [www.epicresa8.org](http://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](mailto:sjohnson@wvesc.org).

3. A copy of the EPIC application may be FAXED to 304-267-3599 Attention: Shannon Johnson.

**Applications will be accepted through March 30, 2021 or until all positions are 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

*Eastern Panhandle  
Instructional Cooperative*

**EPIC**

Serving the educational needs  
of the entire community