

Notice of Job Vacancy #21-114

Posting Date: January 28, 2021

Position: Head Start Itinerant Support Staff in Berkeley County

Employment Term: Full-time for the remainder of the 2020-2021 school year

Salary: \$15.00 per hour

Qualifications:

- Must have a high school diploma or equivalent
- Must have a Negative TB test
- Must pass a physical exam
- Must clear a background check
- Must hold a valid driver's license and have reliable transportation
- Must have patience with young children
- Must be able to work well with a variety of staff members, families, and students
- Must be flexible and willing to work in multiple sites across Berkeley County as assigned

Job Description: The selected candidate will provide support to the EPIC Head Start Pre-K program in Berkeley County full-time (five days a week) for the remainder of the 2020-2021 school year.

Work Locations: The selected candidate will be assigned to work in one of the Berkeley County Head Start locations from day to day based on location and program needs. Assigned locations may include the Berkeley Heights Head Start site, Hedgesville Head Start site, Inwood Family Worship Center Head Start site, James Rumsey Technical Institute Head Start site, Marlowe Elementary Head Start site, Spring Mills Head Start site, and/or St. Leo's/Knights of Columbus Head Start site.

Responsibilities: The selected candidate will report to their assigned location each day. Duties will vary based on assignment, but may include working as a bus aide, filling in as a classroom assistant, giving breaks to education staff, providing meals to students, assisting with classroom prep, and 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. Additional duties may be assigned.

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

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

Start Date: Immediately after the hiring process is complete

Application Process for Current Employees: 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

Hard copy EPIC application can be found at www.epicresa8.org and can be submitted via email to sdjohnson@wvesc.org or by fax to 304-267-3599. A printed copy may also be dropped off or mailed to our office at 109 S.College Street, Martinsburg, WV 25401.

Applications will be considered through February 7, 2021 or until the position is 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