

Notice of Job Vacancy #21-116

Posting Date: January 28, 2021

Position: Part-Time Bus Aides for the Head Start Pre-K Program in Jefferson 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 serve as bus aides for the EPIC Head Start Pre-K program in Jefferson County.

Responsibilities: Provide assistance to the driver and support with interaction with Pre-K students on the bus as needed. May be utilized to help deliver food or other supplies to county families as needed / as assigned.

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

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

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 considered through February 7, 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

