



## **Notice of Job Vacancy #21-121**

**Posting Date:** March 31, 2021

**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](https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808)

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