



## **Notice of Job Vacancy #22-004**

Posting Date: July 8, 2021

Position: Part-time Van/Bus Aides for the EPIC Special Needs Transportation Program in Berkeley County

Employment Term: part-time / "as needed"

Salary: \$11.50 per hour

Qualifications: Applicants must be able to pass a background check, be able to work flexible hours, have patience with children, have the ability to lift a min of 40 pounds, and hold a high school diploma or equivalent; prefer one year of experience working with children

Job Description/Responsibilities: Provide assistance to the driver and support with interaction with students with special needs on the bus/van as needed.

Reports To: Berkeley County Schools Transportation Director; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Transportation Coordinator and EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: To be determined, pending approval 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 to Shannon Johnson, HR Director. [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org) Current employees are also welcome to apply via Search Soft (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)

**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, HR Director
2. A copy of the EPIC application may be submitted electronically to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org).
3. A copy of the EPIC application may be FAXED to 304-267-3599 Attention: Shannon Johnson.

**Applications will be accepted for consideration through August 30, 2021 or until all positions are filled.**