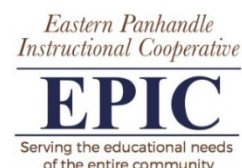


## **Notice of Job Vacancy #22-014**



Posting Date: July 30, 2021

Position: Substitute Pre-K Teachers for Head Start in Berkeley, Jefferson and/or Morgan counties

Employment Term: Part-time / "as needed" during the school year when students are physically present.

Salary: Based upon the EPIC Substitute Teacher Scale

Qualifications: Candidates must hold or be eligible to obtain a valid WV Department of Education professional teaching license or WV Substitute Teaching Permit. (The sub permit requires completion of an approved WV Substitute Teacher Training Class including classroom observations for new candidates; Bachelor's or Associate's degree with at least a 2.0 GPA as shown on an official transcript; and successful passing of a background check.) Preference will be given to applicants who have current certification and/or those with experience working with pre-school students and/or students with special needs.

Applicants who meet all eligibility requirements for a substitute teaching permit will be considered. **If you need to take an approved WV Substitute Teacher Training class to be eligible for consideration, EPIC now offers self-paced, online classes for new and renewal candidates that can be completed in the comfort of your own home in as few as 2-3 days. The EPIC class for new candidates includes virtual observations.** You may register at any time at [www.epicresa8.org](http://www.epicresa8.org).

Job Description/Responsibilities: The successful candidate(s) will facilitate developmentally appropriate learning in a classroom setting for children ages 3 and 4 in the absence of the regular classroom teacher. Responsibilities include establishing a safe and healthy classroom environment, preparing lesson plans, screening children, tracking children's progress on CC.Net and maintaining written observations, involving parents directly in classroom activities, participating in meetings and professional development as needed, and other duties as assigned. Substitute teachers may need to provide substitute instruction and student support services remotely if students are attending school remotely or in the event of extended school closure due to COVID-19, as directed.

Reports To: Head Start Child Development Manager; Head Start Director; EPIC Administrator

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

Start Date: TBD pending hiring process

Application Process for Current EPIC 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. Please indicate on your application which county or counties you are interested in substitute teaching in & provide evidence of your WV substitute teaching permit or eligibility to obtain a WV substitute teaching permit with your application for full consideration:

**Online application** can be made online 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, 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 for consideration throughout the school year or until all positions are filled.**