

Notice of Job Vacancy #22-035

Posting Date: September 26, 2021

Position: Full-Time Pre-K Assistant Teacher for Head Start in Berkeley County

Employment Term: 200 days per fiscal year

Salary: Based upon the EPIC service personnel salary schedule

Qualifications: Early Childhood Classroom Assistant Teacher (ECCAT) certification through the West Virginia Department of Education or a willingness to obtain it via ACDS, CDA, or WVDE approved Early Childhood course work is required; prior experience working in an early childhood classroom preferred. Valid drivers' license with reliable transportation for making home visits and proof of COVID-19 vaccination required.

Job Description/Responsibilities: The selected candidate will assist in the Pre-K classroom; conduct home visits; assist with lesson planning and classroom preparation; provide quality adult/child interactions, data processing, etc. Assistant teachers may need to provide 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/Disabilities Specialist; 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: Immediately following the hiring process

Application Process for Current EPIC Employees: If your application, resume, or reference information or contact 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 online 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@wvdesc.org](mailto:sjohnson@wvdesc.org).
3. A copy of the EPIC application may be FAXED to 304-267-3599 Attention: Shannon Johnson.

Applications will be accepted for consideration 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