

## **Notice of Job Vacancy #22-037**

Posting Date: September 27, 2021

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

Number of Positions: One (1)

Employment Term: 200 days per school year

Salary: Based upon the EPIC professional salary schedule

Qualifications: Candidate must hold or be eligible for a WV Department of Education Pre-Kindergarten professional teacher certification or permit. A long-term sub may be considered for this position if there are no fully certified applicants, and the selected candidate meets all requirements for a WV long-term substitute teaching permit. For information about taking the EPIC Substitute Teacher Training class to become eligible, visit [www.epicresa8.org](http://www.epicresa8.org).

Job Description/Responsibilities: Establish a safe and healthy classroom environment; prepare weekly, intentional, and detailed lesson plans, provide warm high-quality adult/child interaction; screen children; track children's progress on TS Gold and WV ELS; maintain online portfolios; conduct home visits and parent conferences; involve parents directly in classroom activities; participate in professional development; etc. Teachers may need to provide instruction and student support services remotely if students are attending school remotely or in the event of temporary or extended classroom closure due to COVID-19. Head Start Pre-K teachers must have a driver's license and reliable transportation for making independent home visits as well as proof of their COVID-19 vaccination.

Reports To: Head Start Child Development/Disabilities Specialist; 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: Immediately following the hiring 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: 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)

If you cannot see this job, check your location tab, and ensure you have selected EPIC as one of your location choices and PROFESSIONAL as one of your preferences.

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

1. Submit hard copy applications with credentials to:  
EPIC  
109 South College Street  
Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director
2. A copy of the EPIC application with credentials may be submitted electronically to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org).
3. A copy of the EPIC application with credentials may be FAXED to 304-267-3599 Attention: S. 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

