

## **Notice of Job Vacancy #22-048**

Posting Date: November 18, 2021

Position: Itinerant Head Start Student Social and Emotional Support Staff

Employment Term: Full-time for the remainder of the 2021-2022 school year

Salary: \$16.00 per hour (\$120 per day)

Qualifications:

- Must have a high school diploma or equivalent
- Must have proof of full COVID-19 vaccination
- Must have a Negative TB test
- Must pass a physical exam
- Must clear a background check
- Must hold a valid driver's license and have reliable transportation
- Must be kind and have patience with young children
- Must be able to work well with a variety of staff members, families, and students
- Must be flexible and willing to work in multiple sites as assigned
- Preference will be given to candidates with experience working with young children and/or challenging behaviors

Job Description: The selected candidate(s) will receive training and will provide itinerant support to the EPIC Head Start Pre-K program full-time (five days a week) for the remainder of the 2021-2022 school year. The selected candidates will serve in the classroom (working alongside a Pre-K teacher and an assistant teacher with guidance from the mental health specialist) to provide additional support for students.

Work Locations: The selected candidate will be assigned to work in one of the Head Start Pre-K classrooms in the county where they are assigned. Placement may vary from day to day based on staffing needs.

- Berkeley Itinerant Support Staff may report to Berkeley Heights, Hedgesville, Inwood Family Worship, James Rumsey, Little Eagle, Marlowe, St. Leo's, or Spring Mills.
- Jefferson Itinerant Support Staff may report to TA Lowery, Blue Ridge, Driswood, or South Jefferson.
- Morgan Itinerant Support Staff may report to Berkeley Springs, Great Cacapon, or Little Learners Village.

Responsibilities: The selected candidates will report to their assigned location each day to serve alongside teachers and assistant teachers to provide additional support for students. Initial staff training and ongoing support from the mental health specialist will be provided. Duties may include assisting with classroom management, sharing mealtime with students, assisting with learning activities in the classroom and on the playground, assisting students and staff with quiet time, providing one-on-one time with individual students who may need extra support, etc. Additional duties may be assigned.

Reports To: Head Start Mental Health Specialist, Head Start Site Managers; Head Start Director; EPIC Administrator

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

Start Date: Immediately after the hiring process is complete

Application Process: Current employees may submit an email to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org) stating their current position and their interest in consideration for this position. New candidates may submit your application one of the following ways:

**Online application** can be made via Search Soft [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) and can be submitted via email to [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org) or by fax to 304-267-3599. A printed copy may also be dropped off or mailed to our office at 109 S. College Street, Martinsburg, WV 25401.

**Applications will be considered until the 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

