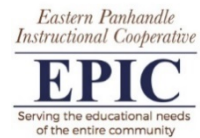


Notice of Job Vacancy #22-053



Posting Date: December 6, 2021

Position: Part-Time Aides for the Head Start Pre-K Program in Jefferson County

Annual Employment Term: Part-Time / "As Needed" based on student attendance in physical classrooms. Part-time staff are not offered work when assigned locations are closed due to breaks in the school calendar, holidays, inclement weather, remote learning, or any other reason when those events fall within the employment dates shown on the annual employment letter.

Salary: \$13.50 per hour

Qualifications: Proof of COVID-19 vaccination, negative TB test, pass a physical exam, clear background check, be able to work flexible hours, patience with children, and a high school diploma, GED/TASC or equivalent

Job Description: Selected candidates will provide support to the EPIC Head Start Pre-K program in Jefferson County.

Responsibilities: May include being a bus aide, filling in as a classroom assistant, giving breaks to education staff, providing meals to students, etc. Responsibilities will vary depending on position and duties assigned on any given day. Aides may be required to assist with duties associated with COVID-19 safety protocols including student, staff, and visitor temperature screenings; escorting students traveling throughout the facility; assisting with additional cleaning procedures; etc.

Reports To: Head Start Site Manager; 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: To be determined, pending approval 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 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 via Search Soft 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@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 until all 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