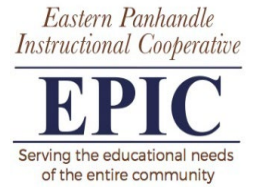


## Notice of Job Vacancy #25-040



Posting Date: October 8, 2024

Position: Student Navigator Associate serving Jefferson County Schools

Number of Positions: One (1)

FLSA Status: Exempt

Employment Term: Part-time / "As Needed" - Hourly - NTE 30 hours per week

Salary: \$45.00 per hour

Evaluation: Performance in this position will be evaluated by the JCS Coordinator of At-Risk Educational Programs in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and JCBOE Evaluation Policy.

### Qualifications:

- Bachelor's degree in education, counseling, social work, or a related field required.
- Master's degree in education, counseling, social work, or a related field preferred.
- Extensive experience supporting at-risk populations.
- Experience supporting children in a school or other educational environment preferred.
- Expertise related to technology devices and applications such as personal productivity and word processing software.
- Strong organizational and communication skills employing tact, patience, and courtesy.

Applicants who have been dismissed or who have had their contracts non-renewed for cause by any school system, who have recent unsatisfactory evaluations by any school system, who demonstrate unsatisfactory interview performance, and/or who receive unfavorable reference recommendations by any school system will not be eligible for consideration for employment with EPIC.

Position Overview: The Student Navigator provides school-based services to students transitioning through a variety of life experiences that a caring adult may help mediate. Services include sponsoring resource period for reflection and reorientations during transitions as well as immediate interventions related to academics, attendance, and behavioral adjustment. The Student Navigator supplements the services of school counselors and other educators by expanding the repertoire of social and emotional interventions for students.

### Performance Responsibilities:

- Coordinates functions of the school navigator program.
- Builds and maintains a student caseload for the assigned programmatic level.
- Collaborates with school counselors and other professional educators to plan and implement appropriate interventions, transitional plans, and tools to support resiliency.
- Meets with students and provides consistent consultation regarding effective problem-solving and other strategies to address personalized needs.
- Maintains accurate records, including schedules, to document effectiveness.
- Establishes positive rapport with students, parents, staff, and community members.
- Respects diversity among all learners, their families, and communities.
- Advocates for the potential of all learners while respecting strict confidentiality.
- Maintains professionalism and positively communicates the mission of Jefferson County Schools and the SoMo team.
- Performs other responsibilities assigned by the Coordinator of At-Risk Educational Programs.

**Physical Demands:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach, stand, walk, lift, grasp, write, talk, hear, see, use technology such as computers and multimedia equipment, and use repetitive motions. While performing the duties of this job, the employee may frequently lift and/or move at least 10 pounds of materials.

Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff members.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most commonly, the educational setting is indoors with outdoor settings for recess and field trip activities. The noise level in the work environment is low to moderate (20-60 dB). Exceptions include gymnasiums as well as vocational/technical laboratories where noise levels may be moderate to loud (60-90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned by the Superintendent or his/her designee.

**Reports To:** JCS Coordinator of At-Risk Educational Programs; EPIC Administrator

**Conditions of Employment:** Recommended by the JCS Superintendent and EPIC Administrator; Confirmed by the EPIC Regional Council

**Start Date:** To be determined, pending approval process

**Application Process:** You may submit your application one of the following ways:

**Online application** can be made via Teach-In West Virginia Application System by clicking on the link below:

[Use this link to go to the online application system.](#)

**Hard copy EPIC application** can be downloaded from the EPIC website.

[Use this link to access the EPIC hard copy application.](#)

Once the hard copy application is complete:

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources  
Email to Shannon Johnson at [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org)  
Fax to 304-267-3599 Attention: Human Resources

**This posting will remain open until the position is filled or no longer needed.**

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.