



Notice of Job Vacancy #24-138

Posting Date: June 13, 2024

Position: Critical Need: Substitute Bus Drivers for EPIC Head Start in Jefferson County

Employment Term: Substitute / Part-Time / As-Needed

Salary: Daily rate based upon the [FY'25 EPIC Service Pay Scale Grade D](#) with years of experience and education supplement

Position Overview: EPIC Head Start understands that our most valuable assets are the dedicated, creative, life-long learners who positively support the lives of children, their families, and peers. Our culture is one of encouragement, support, and determination. We strive to exceed compliance of our guiding regulations.

The successful candidate will work on call as a substitute driver to transport preschool aged children for morning and afternoon classroom sessions as well as field trips and other family activities as needed/as assigned. This position requires a positive attitude, patience with young children, and the ability to work closely with other support personnel to provide a kind, positive, and supportive environment.

Qualifications:

1. Must have a valid CDL license and valid WV School Bus Operator's certification
2. Must have high school diploma, GED/TASC, or equivalent
3. Preference will be given to candidates who have experience driving a school bus.
4. Preference will be given to candidates who have experience working with young children.
5. Preference will be given to candidates who are bilingual or multilingual.

Duties & Responsibilities:

1. Perform safety checks before/after each run.
2. Follow all laws and safety guidelines when operating the bus.
3. Safely transport students and/or supplies as assigned.
4. Maintain a clean, safe, and healthy bus environment for students.
5. Provide warm, high-quality adult/child interaction with students.
6. Provide positive interactions with parents.
7. Work collaboratively and professionally with all support personnel.
8. Deliver the bus to the local garage for maintenance as needed.
9. Maintain records and provide reports as assigned.
10. Participate in meetings and/or professional development as required.
11. Other duties as assigned

Additional General Requirements:

1. Demonstrate verbal and written competency in the English language.
2. Adhere to Head Start Performance Standards, EPIC and Early Head Start/Head Start/Pre-K Policy and Procedures, the NAEYC Code of Ethics and childcare regulations.
3. Comply with all WVDE, EPIC, and Head Start requirements, drug free, TB free, etc.

4. Agency approval of Criminal Investigations Bureau and FBI records.
5. Maintain CPR and First Aid Certification and Food Handlers Card if required.
6. Demonstrate sensitivity to diversity and foster a fully inclusive and equitable workplace.

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.

This position may require strenuous activity on a daily basis including but not limited to frequent and/or repeated standing, bending, squatting, kneeling, chasing, lifting, holding, etc.

- 1) to assure the well-being and safety of children ranging from approximately 25 to 80 (plus or minus) pounds
- 2) to provide age-appropriate interactions with young children on their level
- 3) to model appropriate loading and unloading from the bus
- 4) to carry supplies into homes, the office, etc.
- 5) to safely climb stairs and use ramps as needed
- 6) to fulfill other reasonable physical duties and responsibilities as required by the supervisor.

Work Environment:

- The selected candidate will have assigned duties on the bus and within Head Start sites and may have duties in other designated worksites, which may include locations not owned or operated by EPIC including but not limited to outdoor venues, public facilities, school buildings and/or private residences.
- The selected candidate may have to drive on paved and unpaved roads.
- Head Start services are performed during the regular school year, so the selected candidate may need to travel and work in inclement weather.

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 Head Start Director, EPIC Administrator and/or their designee.

Reports To: Lead Bus Driver, Head Start Managers, Head Start Director, and EPIC Administrator

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

Start Date: August 2024

Application Process for New Candidates: 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 Head Start application [can be found at this link](#) or by visiting www.epicresa8.org/workforus.

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources
Email to Shannon Johnson at [sdjohnson@wvesc.org](mailto:sjohnson@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.
Head Start/Early Head Start is funded by the US Administration for Children and Families