



Notice of Job Vacancy #26-060-BH5

Posting Date: December 5, 2025

Position: Instructional Interventionist to serve Monongalia County Schools

Location: **Brookhaven Elementary**

Number of Positions: One (1)

Employment Term: Part-time / "as needed" for the 2025-2026 school year.
Work may be offered until May 29, 2026* (*Anticipated last day)

Interventionists who are hired under this posting are scheduled to work **Monday-Friday x 5 hours per day as needed/as assigned**. Candidates who are retired and receiving WV TRS retirement benefits are limited to a maximum of 140 days and will need to speak with the principal to determine a schedule that works for all parties.

EPIC Instructional Interventionists are not scheduled to work and are not paid for ISE, OSE, holidays, breaks in the school calendar, or any other days without students that fall within the date range.

Scheduled hours or days that are missed due to absence, county inclement weather closings, or any other reason are typically not made up. However, Instructional Interventionists may be asked to continue to provide learning services remotely in the event students are attending school remotely due to extended school closures, as directed.

This posting is only for the 2025-2026 school year.

Salary: Selected candidates who hold a valid professional WV teaching license will be paid \$30.00 per hour. Those who hold or are eligible to obtain a WV long-term substitute teaching permit will be paid \$25.00 per hour.

Qualifications:

- Must hold or be eligible to obtain a valid WV Professional Teaching Certification; Preference will be given to those with professional certification as a Reading Specialist
- Consideration will be given to candidates who hold or are eligible to obtain a WV Long-Term Substitute Teaching Permit if there are no candidates with full certification available.
 - A WV long-term sub permit requires completion of an approved WV Substitute Teacher Training Class; Bachelor's degree with at least a 2.0 GPA as shown on an official transcript; and successful passing of a Federal background check.
 - If you need to take an approved WV Substitute Teacher Training class to be eligible for consideration, EPIC offers self-paced, online classes for new and renewal candidates that can be completed in as few as 2-3 days in the comfort of your home on your own computer, tablet, or phone. The EPIC class for new candidates includes language, literacy, and numeracy instruction as well as virtual observations. EPIC provides a "Getting Started" video with instructions on how to register and complete the class. [You may use this link to access the EPIC Substitute Teacher Training site](#) for more information and to register today.

- All EPIC employees must remain free of any alcohol and non-prescribed drugs while in the workplace.
- 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 will not be eligible for consideration for employment with EPIC.

Reports To: Building Principal; Monongalia County Schools Curriculum Director; Monongalia County Schools Director of Federal Programs; EPIC Administrator

Responsibilities:

1. Work with school teams to develop and implement strong instructional support and intervention models.
2. Provide high quality instruction and performance support to students who are at-risk in reading/language arts, math, or other core content areas as assigned.
3. Utilize identified scientific, research-based interventions focused on group and individual student needs.
4. Assist with the implementation of the tiered intervention model of increasingly intense and targeted student interventions and monitors student progress according to prescribed procedures.
5. Participate in universal screening, progress monitoring, diagnostic assessment, and analysis of the data to identify students in need of tiered intervention and benchmarking.
6. Maintain data-based documentation of universal screening, tiered intervention, progress monitoring, diagnostic assessment, and benchmarking.
7. Maintain accurate and complete reports and documentation completed and submitted in a timely manner as required.
8. Attend all meetings and professional development activities as assigned.
9. Work cooperatively and collaboratively with staff and parents to share knowledge, convey program goals, develop expertise and skills, and implement with integrity the tiered intervention process.
10. Complete remote learning sessions with students as assigned.
11. Maintain the confidentiality of school and student records.
12. Perform other reasonable tasks as assigned including coverage in various classrooms as may be required to support the health, safety, and well-being of the students and the school.

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Anticipated Start Date: Immediately following onboarding

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

Online application can be made online via Teach-In West Virginia Application System.

[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:

Email to Terri Hickerson at terri.hickerson@wvdesc.org

Fax to 304-267-3599 Attention: Human Resources

Mail to 109 South College Street, Martinsburg, WV 25401 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.