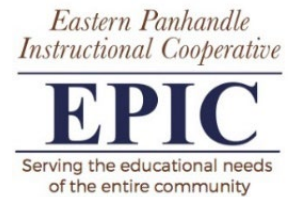


Notice of Job Vacancy #23-063



Posting Date: September 21, 2022

Position: Full-time Head Start / Early Head Start Administrative Assistant

Employment Term: 240 days per fiscal year

Location: The EPIC Administrative Office – 109 S. College Street, Martinsburg, WV 25401

Salary: Based upon the EPIC Service Pay Scale with years of verified experience, an education supplement and a Service Coordinator Stipend

Qualifications:

1. Minimum high school diploma or equivalent
2. Minimum 3 years of experience as an administrative assistant – preference given to those who have experience working with WVEIS.
3. Outstanding organizational and time-management skills.
4. Outstanding interpersonal skills with the ability to work with diverse populations.
5. Proficient in all Microsoft programs.
6. Proficient in or willing to quickly obtain proficiency with these computer-based programs: WVEIS, WOW, WV Cares, Payment Management System, Office of Head Start programs, WV STARS, MyHeadStart, Bus Operator Certification, Bus Driver Clearinghouse, and American Heart program. (Training will be provided.)
7. Working knowledge of the Head Start / Early Head Start programs.
8. The ability to maintain confidentiality of student and staff data.
9. Proof of full COVID-19 vaccination or eligibility for acceptable waiver

General Overview: The EPIC Early Head Start / Head Start / Pre-K program 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 selected candidate will provide extensive administrative support to the Head Start and Early Head Start programs as assigned by the director. This is an essential role that requires a great deal of flexibility and organization. Further, the selected candidate must be an excellent multi-tasker who is professional and able to work well with a variety of staff members, families, and program partners.

Duties / Responsibilities:

1. Assist the Head Start / Early Head Start programs in all administrative areas as assigned by the Head Start Director
2. Demonstrate verbal and written competency in the English language.
3. Maintain the utmost confidentiality in all program areas
4. Fulfill all requirements associated with Federal grants and state agencies including but not limited to:
 - a. Completing and submitting Federal reports
 - b. Scheduling background checks in WV Cares
 - c. Maintaining the bus driver certification data
 - d. Notifying staff members of random drug testing
5. Enter student enrollment, attendance, and immunization data into WVEIS and WOW as assigned
6. Enter financial data into WVEIS as assigned
7. Maintain current program inventory
8. Invoice counties as needed
9. Track p-card purchases and pay bills as assigned
10. Review timesheets and travel reimbursement before coding and submitting for payment

11. Track tuition reimbursement applications and payments
12. Register staff members for various programs and trainings
13. Work with vendors for services needed including opening purchase orders, requesting W-9s, making payments, etc.
14. Notify EPIC HR when positions need to be filled and assist with onboarding new hires
15. Maintain employee personnel files to ensure all current information is on file
16. Perform additional duties as assigned

Reports To: Head Start Director; EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director and EPIC Administrator; Confirmed by the Early Head Start/Head Start/Pre-K Policy Council and EPIC Regional Council

Start Date: Immediately following the onboarding process.

Application Process for Current EPIC Employees and 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 application can be found at www.epicresa8.org

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 position will remain open until filled or no longer needed.