



Notice of Job Vacancy #24-087

Posting Date: January 17, 2024

Position: Investigative Consultant serving EPIC counties

Employment Term: On Call / Part-time "as needed"

Salary: \$45 per hour plus reimbursement for travel expenses

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in law enforcement, education, human resources, or a relevant area of discipline. Master's degree preferred.
- Five (5) or more years of experience in law enforcement, human resources management, or school administration.
- Must have all of the following:
 - Knowledge of applicable state and federal laws regarding the legal field, employment, and K-12 education.
 - Strong knowledge of investigatory methods and procedures.
 - Excellent interviewing and investigatory skills.
 - Demonstrated ability to communicate effectively, both verbally and in writing.
 - Ability to work effectively with all stakeholders.
 - Ability to plan work and set goals within area of responsibility and deliver solutions to meet the needs of the assigned county school system in a timely manner.
 - Excellent facilitation skills and the ability to diffuse stressful situations.

Position Overview: The Investigative Consultant will be hired by EPIC to provide services to county school systems as assigned / as needed. When assigned, they will be responsible for working with the district to conduct and provide guidance on investigations regarding employment and school-based concerns of a confidential and sensitive nature. The selected candidate will be required to travel by personal vehicle to designated sites as needed during the assignment. Travel reimbursement is provided.

Performance Responsibilities:

- Investigates all types of employment and student complaints and provides proactive recommendations to respective departments such as Legal, HR, and Safety & Security
- Conducts necessary interviews for the purposes of a sound investigation with employees, their personnel association representatives, administrators, students, and parents/guardians when appropriate
- Compiles relevant documentation such as data, records, audio, and surveillance footage and analyzes the submitted information as part of the investigation
- Thoroughly documents investigations, nature of complaints, interviews, summaries, findings, and conclusions in a timely, high-quality manner
- Formulates the official investigative report and provides it to the relevant team members.
- Provides Title IX support
- Additional related duties may be as assigned based upon the county needs. These duties will be discussed and determined at the start of the assignment.

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 multi-media 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. The noise level in the work environment is low to moderate (20-60 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: the assigned county Superintendent or designee; EPIC Administrator

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

Start Date: To be determined, pending approval process

Application Process: Candidates may make 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 you have saved your downloaded EPIC application:

Email to Shannon Johnson at sdjohnson@wvesc.org

Fax to 304-267-3599 Attention: Human Resources

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

This position will remain open until filled or no longer needed.