



Notice of Job Vacancy #26-083

Posting Date: March 31, 2026

Position: *Itinerant Social Worker – TMI serving Berkeley County Schools*

Employment Term: *Part-time/As needed for remainder of 2025-2026 school year*

Salary: \$35.00 per hour

Please note: Part-time / “As Needed” EPIC Head Start staff do not work when assigned locations are closed due to breaks in the school calendar, holidays, inclement weather, remote learning, or any other reason when those events fall within the employment dates shown on the employee’s annual employment letter.

Position Overview: *The School Social Worker will provide social work services to students and families within The Martinsburg Initiative (TMI). This position supports the overall goals and objectives of TMI by delivering interventions that promote academic success, social-emotional well-being, and positive school climate. The School Social Worker collaborates closely with school staff, families, and community partners to address barriers to learning and enhance student outcomes.*

Qualifications:

- *Bachelor’s degree in social work or higher from an accredited program or other social work-related degree (Psychology, Sociology, Counseling or Criminal Justice).*
- *Current West Virginia Social Work License (LSW, LGSW, LCSW, or LICSW) or eligible for provisional licensing under TMI approval.*
- *Experience in school-based or child/family social work preferred.*
- *Strong interpersonal, organizational, and communication skills; ability to work independently and as part of a multidisciplinary team; commitment to ethical practice and continuous professional growth.*

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 from related work experience will not be eligible for consideration for employment with EPIC.

Duties and Responsibilities:

1. *Follow The Martinsburg Initiative Risk Stratification Protocol to assess and provide appropriate interventions for students and families in alignment with program goals and objectives.*
2. *Deliver school social work services to individuals, groups, and families using therapeutic strategies appropriate to license level and training.*
3. *Actively participate in multidisciplinary teams (e.g., Student Assistance Team) and provide consultation to school personnel regarding environmental factors—home, neighborhood, and community—that may affect student well-being and school climate.*
4. *Demonstrate knowledge of district, state, and federal policies, including due process guidelines and child abuse/neglect reporting procedures, and adhere to HIPAA and FERPA confidentiality standards.*
5. *Collaborate with school staff to assess and identify student needs; coordinate linkages to academic, physical, and social services that support student success.*
6. *Coordinate and/or support after-school programming and services offered to students where applicable.*

7. Facilitate opportunities for student engagement in service-learning, character education, soft skills development, marketable vocational skills, STEM, literacy, and other programs designed to enhance student growth and success.
8. Coordinate and support parent engagement initiatives and work to increase parental involvement in school-based programming.
9. Maintain accurate and timely records and documentation in accordance with the NASW Code of Ethics (2017 revision) and agency standards.
10. Collaborate effectively with school counselors, school psychologists, administrators, and other school personnel to support comprehensive student services.
11. Demonstrate excellent verbal and written communication skills.
12. Attend all required meetings, professional development, and training sessions as directed.
13. Perform additional job-related duties as assigned.

The information contained in this 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 Martinsburg Initiative, EPIC Administrator and/or their designee.

Reports To: Director of The Martinsburg Initiative; School Administrator; EPIC Administrator

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

Start Date: April 13, 2026

Application Process: You may submit your application one of two 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 by [clicking on this link.](#) Once completed, you may submit it along with your credentials to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources
Fax to 304-267-3599 Attention: Human Resources

This posting will remain open until filled or no longer needed.
The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.