



## **Notice of Job Vacancy #25-003**

Posting Date: June 24, 2024

Position: Bus Aide for Head Start Pre-K in **Berkeley County**

Employment Term: Part-Time / “As Needed”

Please note: Part-time EPIC 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.

Salary: \$15.00 per hour – NTE 30 hours per week

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 serve as a bus aide to assist the driver and Pre-K aged students on assigned runs in **Berkeley County**. This role requires a positive attitude, patience with students, the ability to physically travel up and down stairs, and the ability to work a flexible schedule.

Hours: This position is part-time “as needed” and requires the flexibility to work a “split shift” as needed. A split shift may include 2-3 hours worked in the morning when students are transported to school and 2-3 hours worked in the afternoon when students are transported home. Start and end times may vary, but SAMPLE hours could be scheduled from 6:45-9:15 AM and 1:30-4:00 PM. Actual scheduled hours will be determined based on assigned runs for the 2023-2024 school year, location assignment, program needs, etc.

### Qualifications:

1. Must be able to clear a background check.
2. Must be able to pass a physical exam.
3. Must have a negative TB test.
4. Must have a high school diploma, GED/TASC, or equivalent.
5. Must have a positive attitude and patience with young children.
6. Preference will be given to candidates who have experience working with young children.
7. Preference will be given to candidates who are bilingual or multilingual.

### Duties & Responsibilities:

1. Assist the bus driver in safety checks and preparing the bus for morning and afternoon runs
2. Assist students while boarding, riding, and exiting the bus.
3. Assist the bus driver in maintaining a clean bus.
4. Maintaining positive interactions with students and parents.
5. Other duties as assigned.

Additional General Requirements:

1. Demonstrate sensitivity to diversity and foster a fully inclusive and equitable work place.
2. Demonstrate verbal and written competency in the English language.
3. 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.
4. Participate in meetings, professional development, and continuing education programs as required or suggested by Early Head Start/Head Start/Pre-K and sponsoring organizations.
5. Prepare and submit written reports as required.
6. Comply with all WVDE, EPIC, and Head Start requirements, drug free, TB free, etc.
7. Agency approval of Criminal Investigations Bureau and FBI records.
8. Maintain CPR and First Aid Certification if required.
9. Maintain Food Handlers Card if required.

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 instruction and physical activities in the classroom, outdoors, and in other locations as assigned
- 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 must transport themselves by personal vehicle from one work site to another on a regular basis. (Travel reimbursement is included.)
- The selected candidate may be required to occasionally transport families by van traveling on paved and unpaved roads.
- Early Head Start Family Advocate services are performed year-round, so the selected candidate may need to travel and work in inclement weather.
- Designated work sites 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 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: Head Start Health & Safety Specialist, 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.

Anticipated Start Date: Immediately following the onboarding process.

To Make Application: You may submit your application one of two ways.

**Online application** can be made via United Talent Teach-In West Virginia Application System by clicking on the link below.

[Use this link to go to the online application system.](#)

**Printable EPIC application** can be found on the EPIC website and must include three references with contact information.

[Use this link to access the printable EPIC Head Start application.](#)

You may drop off your completed EPIC application at our main office M-F from 8-4 or submit it one of the following ways:

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources  
Email to Shannon Johnson at [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org)  
Fax to 304-267-3599 Attention: Human Resources

**This job posting will remain open until all positions are 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.