



Notice of Job Vacancy #23-004

Posting Date: April 26, 2022

Position: Head Start Pre-K Assistant Teacher in Berkeley County

Employment Term: Full-time / 200 days - beginning 2022-2023 school year

Number of Positions: One (1)

Salary: Based upon the EPIC Service Pay Scale with years of verified experience and education supplement

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 an assistant to the assigned teacher to provide support for students in one of the Head Start Pre-K classrooms located in Berkeley County. This role requires a positive attitude and the ability to work closely with a teacher and other support staff to provide quality instruction for students and support for families.

Qualifications:

1. Must hold an Early Childhood Classroom Assistant Teacher (ECCAT) authorization through the WV Department of Education or be willing and able to obtain it. This will require the completion of three (3) WVDE approved online ECCAT courses (provided to you at no cost) or the completion of the ACDS program. The EPIC HR Director will help you make application if needed.
2. Must have a valid driver's license and reliable transportation to make independent home visits.
3. Must have proof of full COVID-19 vaccination or eligibility for an acceptable waiver.
4. Preference will be given to candidates who have experience working with young children.
5. Preference will be given to candidates who are bilingual or multilingual.

Duties & Responsibilities:

1. Work collaboratively with the assigned teacher to build a positive team to support students.
2. Assist with establishing and maintaining a safe and healthy classroom environment for students
3. Assist with preparing and executing weekly, intentional, and detailed lesson plans
4. Provide warm, high-quality adult/child interaction for students
5. Assist with performing developmental screenings and tracking children's progress on program database.
6. Assist with maintaining online portfolios
7. Conduct independent home visits and parent conferences
8. Involve parents directly in classroom activities
9. Participate in professional development as assigned / as needed
10. Other duties as assigned

Additional General Requirements:

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

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 including but not limited to frequent and/or repeated standing, bending, kneeling, 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 carry supplies into homes, office, etc.
- 3) to climb stairs
- 4) fulfill other reasonable duties and responsibilities as required by the supervisor.

Work Environment:

- The selected candidate will have assigned duties within the classroom and outdoor space as well as in other designated worksites, which 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 selected candidate must transport themselves by personal vehicle to conduct independent home visits. (Travel reimbursement is included.)
- The selected candidate may be required to ride in a vehicle on paved and unpaved roads.
- Head Start services are performed during the regular school year, so the selected candidate may need to travel and work in inclement weather.

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 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.

Start Date: This posting is for positions hired for the 2022-2023 school year. The anticipated start date will be in August 2022

Application Process for Current EPIC Employees: Current employees may submit an email to sdjohnson@wvsc.org stating your interest in the posted position. The email should include your current position information as well as the position number of the job you are applying for. Please include any new information you would like to add to the application we already have on file.

Application Process for All Other Candidates:

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. Be sure you have selected EPIC as one of your locations within your online application so that you may see our jobs and make application.

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

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

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

You may drop off your completed printable application at our EPIC 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
Fax to 304-267-3599 Attention: Human Resources

This job posting will remain open until the position is filled or no longer needed.