



Notice of Job Vacancy #24-063

Posting Date: September 28, 2023

Position: Head Start Pre-K Long Term Substitute Teacher in **Jefferson County – TA Lowery**

Employment Term: Full-time for the remainder of the 2023-2024 school year

Salary: Based upon the [EPIC FY'24 Professional Pay Scale](#) with education and years of verified experience

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

Qualifications:

1. Must hold or be eligible to obtain a WV Long-Term Substitute Teaching Permit with the Pre-K endorsement.** or a WV Department of Education Professional Teaching license with the Pre-K endorsement.
2. Must have a current driver's license and reliable transportation to make independent home visits. (Travel reimbursement is provided.)
3. Preference will be given to candidates who have experience working with young children.
4. Preference will be given to candidates who are bilingual or multilingual especially those who are fluent in Spanish.

**To be eligible for a long-term substitute teaching permit with the Pre-K endorsement, a candidate must be at least 18 years old; hold a minimum BS/BA degree in any field from an accredited college or university with a cumulative 2.0 GPA; complete an approved WV Substitute Teacher Training course (EPIC offers one); and pass a Federal background check. For more information about long-term sub permit eligibility and instructions for registering for the EPIC online, self-paced, Substitute Teacher Training class, [you may use this link to visit our website.](#)

Duties & Responsibilities:

1. Establish a safe and healthy classroom environment for students
2. Work collaboratively with the assigned assistant teacher(s), family advocates, and other support staff to build a positive team to support students and families
3. Prepare and execute weekly, intentional, and detailed lesson plans
4. Provide warm, high-quality, adult/child interaction for students through modeled instruction and age-appropriate physical activities in the classroom and outdoors.
5. Perform developmental screenings and track children's progress on program database.
6. Maintain 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. Must maintain the appropriate WV certification required by the WV Department of Education to serve as a lead PreK teacher – WV professional teacher certification or a Long-Term Sub Permit with the PreK endorsement.
11. Other reasonable 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 diversity and foster a fully inclusive and equitable workplace.

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 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: Immediately following the onboarding and certification processes.

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@wvvesc.org

Fax to 304-267-3599 Attention: Human Resources

This job posting will remain open until the position is 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.