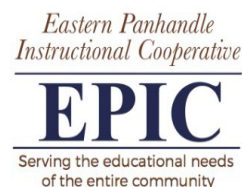


## **Notice of Job Vacancy #24-053**



**Posting Date:** September 28, 2023

**Position:** Head Start / Pre-K Substitute Bus Drivers in **Morgan County**

**Employment Term:** substitute / part-time / "as needed"

**Salary:** Daily Rate based upon the [FY'24 EPIC service salary schedule – Grade D](#)

**Qualifications:** Applicant must have a valid CDL license, WV school bus driver's certification, and high school diploma/GED or equivalent. Preference will be given to applicants with experience driving a school bus and/or working with young children.

**Job Description:** Safely transport preschool children for morning and afternoon classroom sessions as well as field trips and other family activities as needed.

**Responsibilities:** Drive a school bus; delivery of vehicle for maintenance to local garage; record-keeping and reporting; attend meetings as required; adherence to Federal Head Start Performance Standards; adherence to WV Pre-K Standards; adherence to EPIC Policies and Procedures; adherence to WV Child Care Licensing Requirements; and adhere to WV School Bus Regulations.

**Reports To:** County Lead Bus Driver/Trainer, County Manager, Head Start Director, EPIC Administrator

**Conditions of Employment:** Recommended by the Head Start Director and EPIC Administrator; Confirmed by the Head Start Policy Council and EPIC Regional Council

**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 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](mailto:sjohnson@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.