



Notice of Job Vacancy #24-109

Posting Date: May 6, 2024

Position: Head Start Pre-K County Program Support Teacher in Berkeley County

Employment Term: Full-time / 200 days per school year

Salary: Based upon the EPIC FY'25 Professional Pay Scale with education and years of verified experience plus a \$2500 stipend for supplemental program support duties

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 **Berkeley 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.

Additionally, the County Program Support Teacher will have supplemental duties including mentoring and training new staff, monitoring county performance standards, collecting data, submitting reports, and assisting with ongoing training and curricular support as needed. A substitute will be provided to cover the teacher's classroom when they are required to be out of the classroom to perform duties in other locations during the regular school day.

Qualifications:

1. Must be a current EPIC Head Start Pre-K Teacher with a positive teacher evaluation
2. Must hold a WV Department of Education Professional Teaching license with the Pre-K endorsement
3. Must be able to collect and analyze data and provide ongoing reports to the program director
4. Must have a willingness to mentor, support, and train staff to help build a strong team in Berkeley County
5. Must have a current driver's license and reliable transportation (Travel reimbursement is provided.)

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 with the PreK endorsement
11. Other reasonable duties as assigned

Supplemental Duties of this position:

1. Monitor outer site environments monthly to ensure all childcare and health department regulations and Federal Performance Standards are met
2. Support classroom staff in the implementation of developmentally appropriate curriculum
3. Provide weekly mentoring, support, and training for new staff
4. Provide bi-weekly support to education staff hired within one year
5. Monitor student files per classroom for accurate educational content
6. Build and support teambuilding and collaborative effort between all staff
7. Collect and analyze program data including attendance, parent-teacher conference and home visit data
8. Submit reports to the program director as requested

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 County Manager, 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: August 2024

To Make Application:

Because current employment with EPIC Head Start is a requirement for the position, interested teachers should submit a letter of interest to sdjohnson@wvesc.org. The letter of interest should include information about your experience and skillset as it relates to the supplemental duties shown in this posting.

If you have questions, please contact Heidi Bach Arvin at hbach@k12.wv.us

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