



## **Notice of Job Vacancy #24-031**

Posting Date: August 14, 2023

Position: Head Start Pre-K Assistant Teacher in **Morgan County**

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

Salary: Based upon the [EPIC FY'24 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(s) to provide support for students in one or more of the Head Start Pre-K classrooms located in **Morgan County**. This role requires a positive attitude and the ability to work closely with teachers and other support staff to provide quality instruction for students and support for families.

### Qualifications:

1. Must hold a WV 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 four (4) 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. (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.

### Duties & Responsibilities:

1. Work collaboratively with the assigned teacher(s) and family advocates 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 through modeled instruction and age-appropriate physical activities in the classroom and outdoors.
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. Obtain / maintain WV Early Childhood Classroom Assistant Teacher (ECCAT) Authorization in the two-year timeframe as required by the WV Department of Education
11. Perform 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 process.

Application Process for Current EPIC Employees: Current EPIC employees may submit a letter of application via email to EPIC HR at [sdjohnson@wvdesc.org](mailto:sjohnson@wvdesc.org) or apply using any of the same options provided to new candidates below.

Application Process for New Candidates: You may submit your application one of the following ways:

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

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

**Hard copy EPIC application** can be found at [www.epicresa8.org](http://www.epicresa8.org)

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources

Email to Shannon Johnson at [sdjohnson@wvsc.org](mailto:sdjohnson@wvsc.org)

Fax to 304-267-3599 Attention: Human Resources

**This 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