



## **Notice of Job Vacancy #26-007**

Posting Date: April 2, 2025

Position: Head Start Transition Support Interventionist in Berkeley County

Employment: 200 days

Salary: Based upon the EPIC FY'26 Service Pay Scale Grade E with years of verified experience and an 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 join a strong Head Start team to provide ongoing support and quality transition services to students and their families in the EPIC Head Start Pre-K program in **Berkeley County**. This role requires a positive attitude, a willingness to learn, and the ability to work collaboratively within a team.

### Qualifications:

1. Must have a high school diploma (an Associates degree in early childhood preferred)
2. Must have knowledge of early childhood development, emphasizing social-emotional well-being
3. Must have at least 2 years of experience working with young children and families
4. Must be organized and able to manage confidential electronic data and reports
5. Must be able to pass a DHHR background check.
6. Must have a current driver's license and reliable transportation to make independent home visits. (Travel reimbursement is provided.)
7. Preference will be given to candidates who have experience working with young children.

**Please note:** Applicants who have been dismissed or who have had their contracts non-renewed for cause by any school system, who have recent unsatisfactory evaluations by any school system, who demonstrate unsatisfactory interview performance, and/or who receive unfavorable reference recommendations by any school system will not be eligible for consideration for employment with EPIC.

### Duties & Responsibilities:

1. Accompany Mental Health Specialist to visit all classrooms in the county and assist with completing social emotional classroom observations.
2. Provide warm, high-quality guidance and instruction to children and their families.
3. Provide weekly 1.5-hour home visits to a caseload of no more than 10 students – The emphasis of home visits will include education, safety, social-emotional, and Parental Positive Behavior Supports.
4. Assist in the development of age-appropriate home visit lesson plans, working in collaboration with classroom staff and transition partner.
5. Support each child during "transition visits" to their classrooms occurring twice a month.
6. Guide and coach parents in preparation for kindergarten.

7. Collect data reflecting skill development to provide classroom staff for formative assessment.
8. Maintain confidentiality at all times.
9. Participate in weekly reflection meetings with supervisor to develop strategies/resources.
10. Be able to work collaboratively in a multidisciplinary environment.
11. Enter information in the "GoEngage" tracking system.
12. Demonstrate effective time management skills .
13. Perform other related duties as assigned.

Additional General Requirements:

1. Demonstrate verbal and written competency in the English language.
2. Demonstrate computer competency.
3. 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.
4. Participate in meetings, professional development, and continuing education programs as required or suggested by Early Head Start/Head Start/Pre-K and sponsoring organizations.
5. Prepare and submit written reports as required.
6. Comply with all WVDE, EPIC, and Head Start requirements, drug free, TB free, etc.
7. Agency approval of Criminal Investigations Bureau and FBI records.
8. Maintain CPR and First Aid Certification if required.
9. Maintain Food Handlers Card if required.
10. 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 Mental Health Specialist, 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 2025

Application Process: You may submit your application one of two 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 Head Start / Early Head Start application** can be found by [clicking on this link](#). Once completed, you may submit it to EPIC one of the following ways:

[Use this link to upload your application to our secure portal.](#)

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

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