Notice of Job Vacancy #25-074

Posting Date: April 14, 2025

Position: EPIC Human Resources Coordinator

Employment Term: Full-time / 240 days per fiscal year

Location: The EPIC Administrative Office – 109 S. College Street, Martinsburg, WV 25401

Salary: Based upon the EPIC FY'25 Professional Pay Scale based on education and years of related experience with a 12.5% Supplemental Index

Qualifications:
1. Minimum BS/BA degree from an accredited college/university required.
2. Minimum 3 years of experience in a related position required; experience in human resources or education in WV preferred.
3. Excellent organizational and time-management skills required.
4. Outstanding interpersonal skills with the ability to work with diverse populations required.
5. Proficiency with all Microsoft programs required.
6. Proficiency or willing to quickly obtain proficiency with these computer-based programs: WVEIS, WOW, COMPASS, SEQUEL, REVVER, Adobe, Google Classroom, and Unified Talent required.
7. The ability to follow all federal, state, local, and EPIC mandates, policies, and procedures required.
8. The ability to maintain the utmost confidentiality required.
9. Working knowledge of EPIC programs and ESCs preferred.
10. Working knowledge of WV certification requirements and processes preferred.

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

Duties / Responsibilities:
1. Provide ongoing support and guidance to the EPIC Administrator, EPIC program leaders, county contacts, and EPIC staff in all personnel matters.
2. Assist programs and counties in determining ongoing staffing needs including appropriate credentials needed for requested positions; timelines; hiring assistance; etc.
3. Post, promote, and advertise EPIC job opportunities on multiple platforms.
4. Collect and distribute applications to program leaders; determine eligibility for hire; complete background checks; process experience verification forms; offer employment; and complete onboarding of new employees.
5. Process official transcripts and upload to the WVDE portal as needed; process salary increases based on additional education; upload and manage personnel documents and files as needed.
6. Assist employees with obtaining and maintaining WV certification ensuring all staff have the appropriate licensure for their position. Send annual letters out to those who are expiring.

7. Process certification applications, obtain the necessary signatures and credential information; notarize forms; upload applications to the portal; upload supporting documentation; make approvals; download certification credential once approved; notify employee and program; maintain certification files onsite.
8. Oversee the bid process and hiring of part-time interventionists and associates hired through EPIC to serve counties – process intention letters, provide bid sheets, work with the county contact to fully staff positions, provide employment letters and timesheets, track leave, advise and support all parties throughout the school year
9. Create, send out, and process annual part-time employment letters using Adobe Sign; log and file returned letters; send out timesheets as appropriate; track vouchers and stipends.
10. Complete full onboarding procedures for new hires in our Special Needs Transportation program including in-person meetings to process paperwork, sign employment letters, and make badges.
11. Print employee badges for all other employees and send out to programs/individuals.
12. Track employee hours for ACA compliance and notify programs of overages, submit documentation as needed, process insurance options.
13. Maintain the WVEIS POS; Complete and submit the preliminary and final Certified List of Personnel through the WV Department of Education annually.
14. Track retired employee workdays for TRS compliance; mail out annual letters; provide updated reminders to affected staff; verify data for TRS when required.
15. Maintain the EPIC Employee Handbook – Assist with determining ongoing updates to policies and procedures as needed; notify the staff of changes.
16. Assist with updating and maintaining the EPIC website including Human Resources documents, pay scales, applications, reporting forms, etc.
17. Create the annual EPIC calendar and submit for approval.
18. Send out "Notify Me" messages to staff when there is a closing/delay due to inclement weather.
19. Complete and submit retirement reports through COMPASS for both the TRS and TDC each pay period as well as submitting year end reports at the close of the fiscal year.
20. Assist employees with submitting retirement paperwork and complete requested verification information for the TRS or TDC after the employee's retirement.
21. Complete VOEs, DHHR requests, and other employment statements as needed.
22. Track, report, and manage employee accidents (Workers' Comp) including ongoing claim documentation, leave tracking, etc.
23. Maintain all Federal, state, and local compliance posters at all EPIC sites; order updated posters as needed.
24. Complete the annual OSHA report and display results as required.
25. Track, report, and manage student, visitor, vehicle, and property accidents through BRIM and AIG. Submit bids for repairs; notify programs of decisions; assist with all aspects.
26. Assist employees with leave requests including submission of FMLA paperwork and leaves of absence.
27. Submit IT work orders as needed for employee needs.
28. Assist the EPIC Administrator with employee and other workplace investigations as needed.
29. Provide mediation, guidance, and documentation tools to leadership and staff as needed.
30. Collect and log all employee updated personnel, payroll, and tax forms and annual evaluations.
31. Complete and submit program and individual employee WVDE waiver requests as needed.
32. Provide ongoing training to staff on personnel matters as requested / as needed.
33. Attend virtual and in person career fairs and online recruitment events as requested.
34. Attend monthly certification meetings via Teams to stay abreast of WVDE requirements.
35. Perform other reasonable duties as assigned

If the selected candidate holds a valid WV professional teaching or WV administrator certification, they will also be responsible for overseeing all aspects of the EPIC WV Substitute Teacher Training online program including updating the class with annual updates as directed by the WVDE; working with The Teaching Channel to select appropriate videos for inclusion; processing registrations and payments; providing class access to students; grading assignments; providing ongoing feedback and guidance to class participants; creating Certificates of Completion and sending them out to the appropriate county and participants.

Reports To: EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Anticipated Start Date: May 2025 or immediately following the onboarding process.

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 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.
        Email to sdjohnson@wvesc.org
        Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources
        Fax to 304-267-3599   Attention: Human Resources

Applications will be accepted for consideration through April 20, 2025.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.