

## **Notice of Job Vacancy #23-097**

*Eastern Panhandle  
Instructional Cooperative*

**EPIC**

Serving the educational needs  
of the entire community

**Posting Date:** January 26, 2023

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

**Employment Term:** part-time / “as needed”

**Salary:** Daily Rate based upon the EPIC service salary schedule

**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:** 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:** 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.

**Application Process for All Candidates:** 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. Be sure you have selected EPIC as one of your locations within your online application so that you may see our jobs and make application.

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

Printable EPIC application can be found on the EPIC website and should include three references with contact information as well as a copy of your credential.

[Use this link to access the printable EPIC 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@wvsc.org](mailto:sdjohnson@wvsc.org)

Fax to 304-267-3599 Attention: Human Resources

**This position will remain open until all positions are filled.**

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.