



Notice of Job Vacancy #26-052

Posting Date: October 21, 2025

Position: Head Start Pre-K Special Education Aide serving Morgan County Schools

Location: Little Learners, Oakland, Berkeley Springs Center, Great Cacapon

Employment Term: Full-Time for the remainder of the 2025-2026 school year

Salary: Based upon the [FY'26 EPIC Service Pay Scale Grade B](#) with years of 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 provide ongoing student support services as outlined in the responsibilities below. This role requires a positive attitude, a willingness to learn, and the ability to work within a team.

Qualifications:

1. Minimum high school diploma, GED, or equivalent
2. Must hold classification title in the category of employment or meet the definition of the job title pursuant to WV Code 18-4-8c.
3. Must possess the knowledge, skills, and abilities needed to successfully carry out the responsibilities of the position
4. Must be able to relate to and work well with others in a professional way.
5. Must be organized with strong time-management skills.

Duties and Responsibilities: The selected candidate will...

1. work with individual or small groups of students to reinforce learning of material and skills initially introduced by the teacher.
2. guide independent study, enrichment work, learning centers, etc. set up and assigned by the teacher.
3. monitor individual activities, learning centers, etc. assigned by the teacher.
4. assist the teacher in devising special strategies for reinforcing learning based on individual needs, interests, and abilities, as planned by the teacher.
5. help children utilize equipment and/or instructional materials assigned by the teacher.
6. assist students with lunch, snacks, physical needs, clean-up/wash-up, toilet routine, occupational therapy, physical therapy including operating specialized equipment (i.e., catheterization) under the direction of teacher and/or health care professional.
7. assist with the supervision of children during playground periods and field trips.
8. assist the teacher in preparation of activities on an ongoing basis.
9. assist with any other responsibilities deemed necessary by the teacher for the successful operation of the program.

Additional General Requirements:

1. Adhere to Head Start Performance Standards, EPIC and Head Start/Pre-K Policy and Procedures, the NAEYC Code of Ethics and childcare regulations.
2. Participate in meetings, professional development, and continuing education programs as required or suggested by Early Head Start/Head Start/Pre-K and sponsoring organizations.
3. Prepare and submit written reports as required.
4. Comply with all WVDE requirements and WVDHHR regulations drug free, TB free, etc.
5. Agency approval of Criminal Investigation Bureau records
6. Maintain CPR and First Aid Certification and Food Handlers card if required by county.
7. Demonstrate sensitivity to cultural diversity and foster a fully inclusive work environment.
8. Adhere to the EPIC Early Head Start/Head Start/Pre-K confidentiality policy.

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 materials, supplies, etc.
- 5) to safely climb stairs and use ramps as needed.
- 6) to fulfill other reasonable physical duties and responsibilities as needed.

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: Supervising Teacher, Building Principal, Head Start Manager, Head Start Director, EPIC Administrator

Conditions of Employment: Recommended by the Head Start Director & EPIC Administrator; Confirmed by the Head Start/Early Head Start Policy Council & EPIC Regional Council

Start Date: 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 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