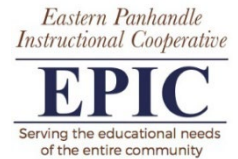


## **Notice of Job Vacancy #23-082**



**Posting Date:** January 19, 2023

**Position:** Head Start Child Development / Disabilities Manager in Jefferson County

**Employment Term:** Full-Time / 205 days per fiscal year

**Salary:** Based on the EPIC Professional Salary Schedule with years of related experience and education plus the Coordinator Index of 7.5%

**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 leadership team as one of the Head Start Child Development / Disabilities Managers overseeing the day-to-day operations of the Head Start Pre-K program in Jefferson County. The selected candidate will provide leadership, training, and ongoing support for the Head Start teaching and support staff to ensure the delivery of quality services. This role requires a positive attitude, a willingness to learn, the ability to supervise, train, and evaluate staff, and the ability to work collaboratively within a larger Head Start leadership team.

The selected candidate will be provided with extensive training and mentorship for the remainder of the 2022-2023 school year in preparation for a successful more independent role beginning with the 2023-2024 school year.

### **Qualifications:**

1. Must have a Bachelor's degree in early education, special education, or child development; Master's degree preferred.
2. Must hold or be eligible to obtain teaching certification with the WV Department of Education.
3. Must have at least two years of teaching experience; early education or Pre-K experience preferred.
4. One-year supervisory experience preferred.
5. Must be willing to complete all required training, including TPOT and CLASS. (Training will be provided.)
6. Must be organized and able to manage confidential electronic data and reports.
7. Must have a current driver's license and reliable automobile transportation.

### **Essential Duties:**

1. Manage day-to-day operations of the Head Start/Pre-K Center in designated County including (a) reporting maintenance needs to the Head Start Health and Safety Specialist and facilitating maintenance when necessary; (b) substituting in the classroom as needed; (c) facilitating a welcoming environment for parents, children, and staff; (d) initiating and logging fire drills; (e) administering medications; etc.
2. Maintain an environment that meets all childcare and health department safety regulations in addition to Federal Head Start Performance Standards.
3. Assist Child Development Specialist in cornerstone areas of Child Development & Disabilities within the county assigned.
4. Support assistant teachers and/or teachers in the implementation of developmentally appropriate curriculum.
5. Supervise and evaluate teachers, assistant teachers, lead bus driver and classroom volunteers.
6. Assure an emphasis on parents being their child's first teacher and promoting the value of other home languages.
7. Provide ongoing technical assistance and professional development to staff and volunteers.
8. Prepare requests for materials as needed and support staff in annual inventory completion.
9. Participate in the program's classroom monitoring protocol process.
10. Coordinate and monitor child progress and outcomes data utilizing ELRS and Go Engage for reports and tracking.
11. Collaborate with county personnel to designate dates for screenings and other activities involved in the identification of children with disabilities.
12. Encourage and support team effort between all staff.

13. Demonstrate understanding of Policy 2419 and monitor the implementation of Individualized Education Plans ensuring compliance with special education regulations.
14. Coordinate efforts with the Family Advocate staff to ensure necessary services are provided to families including participating & facilitating meetings.
15. Supervise and manage operations of center and offices in designated county.
16. Collect data and report on county program status report.
17. Provide substitutes and part-time personnel for the classroom and bus as needed.
18. Participate on committees and facilitate county participation in community events, field trips.
19. Communicate & coordinate with other Management Team members to assure effective program operation.
20. Coordinate with other county team members to assure continuity and consistency of services.
21. Facilitate transition activities and meetings with Early Head Start Manager and Family Advocate Specialist for children transitioning from EHS and with receiving Principals for K-eligible children.
22. Work in partnership with FA Specialists on enrollment for the new school year reviewing applications, facilitating appropriate placement and coordination of transportation with lead bus driver.
23. Perform other related duties as assigned by immediate supervisor.

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 requirements, drug free, TB free, etc.
6. Attend evening meetings and perform overnight travel as required.
7. Agency approval of Criminal Investigations Bureau records.
8. Maintain CPR and First Aid Certification
9. Comply with all WVDE requirements and WVDHHR regulations
10. Register and maintain a WV STARS credential

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 including but not limited to frequent and/or repeated standing, bending, kneeling, 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 carry supplies into homes, office, etc.
- 3) to climb stairs
- 4) to fulfill other reasonable duties and responsibilities as required by the supervisor.

Work Environment:

- The selected candidate must transport themselves by personal vehicle from one work site to another on a regular basis. (Travel reimbursement is included.)
- The selected candidate may be required to ride in a van on paved and unpaved roads.
- Head Start services are performed year-round, so the selected candidate may need to travel and work in inclement weather.
- Designated work sites 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 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: Child Development Specialists; Early Head Start/Head Start/Pre-K Director; EPIC Administrator

Conditions of Employment: Recommended by the Early Head Start/Head Start/Pre-K Director & EPIC Administrator;  
Confirmed by the Early Head Start/Head Start/Pre-K Policy Council & EPIC Regional 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@wvpsc.org](mailto:sdjohnson@wvpsc.org). Please be sure your letter states the position/program you are currently working in as well as any relevant information needed to assist the hiring team in your consideration. Current employees may also apply via the online application system. The link is provided 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@wvpsc.org](mailto:sdjohnson@wvpsc.org)  
Fax to 304-267-3599 Attention: Human Resources

**This position will remain open until 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