



## **Notice of Job Vacancy #26-024**

Posting Date: June 24, 2025

Position: Pre-K Classroom Aides for Head Start in **Jefferson County**

Employment Term: Part-Time / "As Needed"

Please note: Part-time / "As Needed" EPIC staff do not work when assigned locations are closed due to breaks in the school calendar, holidays, inclement weather, remote learning, or any other reason when those events fall within the employment dates shown on the employee's annual employment letter.

Salary: \$15.00 per hour – NTE 30 hours per week

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 classroom support for the EPIC Head Start Pre-K program in **Jefferson County**. This role requires a positive attitude, patience with young children, and the ability to work with a diverse group of professional and support team members. Classroom aides may fill in for assistant teachers, serve as a third person in the classroom, or cover breaks as needed at assigned locations.

Qualifications:

1. Must be able to clear a background check.
2. Must be able to pass a physical exam.
3. Must have a negative TB test.
4. Must have a high school diploma, GED/TASC, or equivalent.
5. Must have a valid driver's license and reliable transportation.
6. Preference will be given to candidates who have experience working with young children.
7. Preference will be given to candidates who are bilingual or multilingual.

Duties & Responsibilities:

1. Work collaboratively with the classroom teacher, assistant teacher, and/or other support personnel to provide a safe and healthy classroom environment for Pre-K students.
2. Model kind and patient behavior for students.
3. Serve as a substitute to fill in for assistant teachers when assigned.
4. Cover classroom breaks as assigned.
5. Maintain positive interactions with all students, parents, and staff.
6. Other duties as assigned

Additional General Requirements:

1. Demonstrate sensitivity to diversity and foster a fully inclusive and equitable workplace.
2. Demonstrate verbal and written competency in the English language.

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.

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 must transport themselves by personal vehicle from one work site to another on a regular basis. (Travel reimbursement is included.)
- 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: Head Start Managers, 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.

Anticipated Start Date: Immediately following the onboarding process.

To Make Application: 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.

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

**Printable EPIC application** can be found on the EPIC website and must include three references with contact information.

[Use this link to access the printable EPIC Head Start application.](#)

You may drop off your completed EPIC application at our 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 Terri Hickerson at [terri.hickerson@wvesc.org](mailto:terri.hickerson@wvesc.org)  
Fax to 304-267-3599 Attention: Human Resources

**This job posting will remain open until all positions are 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.