



Notice of Job Vacancy #26-015

Posting Date: June 3, 2025

Position: Early Education Center Manager

Employment Term: Full-Time / 205 days per school year

Salary: Based on the FY'26 EPIC Professional Salary Schedule with years of related experience and education with a 7.5% Coordinator Index

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 team to provide ongoing support and quality transition services to students and their families in the EPIC Head Start Pre-K program in **Berkeley County**. This role requires a positive attitude, a willingness to learn, and the ability to work collaboratively within a team.

QUALIFICATIONS:

1. Hold a bachelors or master's degree in Early Childhood Education, Early Education /Special Education, or Elementary Education with an early childhood endorsement
2. Must hold WV Department of Education Teacher Certification in Early Childhood
3. At least two years of teaching experience; supervision experience preferred
4. Have current driver's license and reliable transportation

Essential Duties:

1. Manage day-to-day operations of the Head Start/Pre-K Center in Berkeley County including (a) overseeing food service; (b) reporting maintenance needs to Health & Safety Specialist and facilitating maintenance when necessary; (c) substituting in the classroom as needed; (d) facilitating a welcoming environment for parents, children and staff; (e) initiating and logging fire drills; (f) administering medications; (g) ensuring maintenance and start-up checks and inspections are scheduled and completed before children attend, etc.
2. Maintain an environment that meets all regulations and Performance Standards
3. Assist Child Development/Disabilities Specialist in cornerstone areas of Child Development & Disabilities within the county assigned.
4. Assist assistant teachers and/or teachers in the implementation of developmentally appropriate curriculum
5. Supervise and evaluate teachers, assistant teachers, and classroom volunteers
6. Assure an emphasis in teaching parents to teach their own children
7. Provide ongoing technical assistance and professional development to all county assistant teachers, teachers and volunteers weekly
8. Audit inventory for accuracy and facilitate ordering of supplies
9. Coordinate and monitor child progress and outcomes data, including entering disability tracking information into Child Plus
10. Participate in the program monitoring protocol process
11. Develop schedule for transportation assuring consistency of implementation and coverage

12. Be aware of each classroom's environmental settings (heat/air, lights, water, toilets, etc.)
13. Make sure that annual contracts are in place for mowing and snow removal
14. Work positively with all stakeholders
15. Coordinate efforts with the Family Advocate staff to ensure appropriate coverage of transportation times is consistent
16. Supervise and manage operations of center in designated county
17. Collect data and report on county program status report
18. Provide substitutes and part-time personnel for the classroom and bus as needed
19. Participate on committees and facilitate county participation in community events, field trips
20. Communicate & coordinate with other Management Team members to assure effective program operation
21. Coordinate with other county team members to assure continuity and consistency of services
22. Facilitate transition activities from Early Head Start and to Kindergarten
23. Perform related duties as assigned by immediate supervisor

Additional General Requirements:

1. Adhere to Head Start Performance Standards and EPIC and EPIC Head Start Policy and Procedures, and the NAEYC Code of Ethics
2. Participate in meetings, trainings, and continuing education programs as required or suggested by Head Start and sponsoring organizations
3. Prepare and submit written reports as required
4. Attend evening meetings and perform overnight travel as required
5. Agency approval of Criminal Investigation Bureau records and Child Maltreatment Records
6. Maintain CPR and First Aid Certification and current teacher certification
7. Comply with all WVDE requirements and WVDHHR regulations

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 will have assigned duties in classrooms and outdoor spaces as well as in other designated worksites, which 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 selected candidate must transport themselves by personal vehicle from one work site to another. (Travel reimbursement is included.)
- The selected candidate may be required to transport families or ride in a vehicle on paved and unpaved roads.
- Head Start services are performed during the regular school year, so the selected candidate may need to travel and work in inclement weather.

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/Disabilities Specialist; 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

Anticipated Start Date: August 2025

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.