

## **Notice of Job Vacancy #25-020**

Posting Date: July 25, 2024

Position: Critical Need: Pre-K Substitute Teachers for EPIC Head Start in **Berkeley County**

Employment Term: Substitute / "As Needed"

Salary: Based upon the FY'25 EPIC Substitute Teacher Pay Scale

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 candidates will be hired to provide instruction and support for Pre-K aged students (ages 3-4) when the teacher of record is absent. EPIC will consider all candidates who hold or are eligible to obtain a WV professional teaching license or a WV substitute teaching permit including short-term, long-term, and restricted substitute teaching permits issued by the state of WV. (EPIC has the necessary waiver on file with the WVDE to hire restricted subs.)

### Qualifications:

1. Must hold or be eligible\* to obtain WV Substitute Teaching Permit issued by the WV Department of Education or a WV Professional Teaching license.
2. Must have a current driver's license and reliable transportation.
3. Preference will be given to candidates who have experience working with young children.
4. Preference will be given to candidates who are bilingual or multilingual.

\*Eligibility to obtain a **WV Long-Term or Short-Term Substitute Teaching Permit** requires all of the following:

1. Must be at least 18 years old.
2. Must hold a minimum Bachelor's degree with at least a 2.0 GPA as shown on an official transcript from an accredited college/university. Please note: To be eligible for a long-term sub permit, your Bachelor's degree must show at least 1 English, 1 Math, 1 Science, and 1 Social Studies course with a C or better.
3. Must complete an approved [WV Substitute Teacher Training Class](#) (like the one EPIC offers.)
4. Must successfully pass a Federal background check.

\*Eligibility to obtain a **WV RESTRICTED Substitute Teaching Permit** requires all of the following:

1. Must be at least 21 years old.
2. Must hold an Associate's degree or have completed at least 60 semester or 90 quarter credit hours from an accredited college/university. The official transcript must show a minimum cumulative 2.0 GPA with coursework showing competency in English, reading, writing, and math.
3. Must complete an approved [WV Substitute Teacher Training Class](#) (like the one EPIC offers.)
4. Must successfully pass a Federal background check.

If you need to take an approved WV Substitute Teacher Training class to be eligible for consideration, EPIC now offers self-paced, online classes for new and renewal candidates that are approved by the WV Department of Education. Classes have open enrollment at any time and can be completed in the comfort of your own home on your computer, tablet, or phone in as few as 2-3 days. The EPIC class for new candidates includes virtual observations and the language/literacy and numeracy pieces needed for eligibility of a long-term permit. To learn more about the EPIC Substitute Teacher Training classes, to watch an informational video, and/or to complete a registration form, visit our website at [www.epicsa8.org/subteachertraining](http://www.epicsa8.org/subteachertraining).

### Duties & Responsibilities:

1. Maintain a safe and healthy classroom environment for students.
2. Execute developmentally appropriate lesson plans and activities as instructed.
3. Record written observations and provide feedback to parents and the teacher of record.
4. Provide warm, high-quality adult/child interaction for students.
5. Perform developmental screenings and track children's progress on program database.
6. Involve parents directly in classroom activities when appropriate
7. Participate in meetings and/or professional development if required.
8. Other duties as assigned

### 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. Comply with all WVDE, EPIC, and Head Start requirements, drug free, TB free, etc.
4. Agency approval of Criminal Investigations Bureau and FBI records.
5. Maintain CPR and First Aid Certification if required.
6. Maintain Food Handlers Card if required.
7. Demonstrate sensitivity to diversity and foster a fully inclusive and equitable workplace.

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 within the classroom and outdoor space 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 to conduct independent home visits. (Travel reimbursement is included.)
- The selected candidate may be required to 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: 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.

Start Date: Immediately following the onboarding process.

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 Head Start application** [can be found at this link](#) or by visiting [www.epicresa8.org/workforus](http://www.epicresa8.org/workforus).

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources  
Email to Shannon Johnson at [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org)  
Fax to 304-267-3599 Attention: Human Resources

**This posting will remain open until all positions are filled or no longer needed.**