



## **Notice of Job Vacancy #26-048**

Posting Date: August 28, 2025

Position: Interventionist Associate to serve Jefferson County Schools

Location: South Jefferson Elementary

Employment Term: Part-Time / "as needed" – NTE 20 hours per week

Salary: \$45.00 per hour

Qualifications:

1. Professional Teaching Certification with Master's degree
2. Professional Teaching Certification in Elementary Education with Master's degree in Reading preferred
3. Have no fewer than five (5) years of successful elementary teaching experience
4. Have knowledge of the six (6) key elements of 21<sup>st</sup> Century Learning
5. Have knowledge of research-based assessments
6. Be proficient in technology

**Please note:** Applicants who have been dismissed or who have had their contracts non-renewed for cause by any school system, who have recent unsatisfactory evaluations by any school system, who demonstrate unsatisfactory interview performance, and/or who receive unfavorable reference recommendations by any school system will not be eligible for consideration for employment with EPIC.

Responsibilities:

1. Select students for tiered instruction and schedule services.
2. Implement scientifically-based research reading practices to meet the needs of students as determined by balanced assessments.
3. Collaborate with other professionals to analyze student data and plan response to intervention.
4. Determine equipment/supplies/material needs for the reading program and the initiation of procurement activities.
5. Review scientifically-based reading research and communicate significant information to appropriate personnel and parents.
6. Assist and/or provide professional development programs and offer family/parent involvement sessions and activities.
7. Discuss students' performances, needs, and solutions with the parents, administrator, teacher and students.
8. Perform other related tasks as assigned by the building principal.

Reports To: Building Principal; EPIC Administrator

Evaluation: As required by State Board Policy 5310. The evaluation process outlined in this policy will be followed for professional and service employees.

The employee shall remain free of any alcohol or non-prescribed drugs while in the workplace. Alcohol and controlled substances which affect employee productivity, safety or judgment in the workplace will not be tolerated.

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: Immediately following the onboarding process.

Application Process: You may submit your application one of the following ways:

**Online application** can be made online via Teach-In West Virginia Application System.

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

**Hard copy EPIC application** can be downloaded from the EPIC website.

[Use this link to access the EPIC hard copy application.](#)

Once the hard copy application is complete:

Email to Terri Hickerson at [terri.hickerson@wvsc.org](mailto:terri.hickerson@wvsc.org)

Fax to 304-267-3599 Attention: Human Resources

Mail to 109 South College Street, Martinsburg, WV 25401 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.