



## **Notice of Job Vacancy #24-105**

Posting Date: April 22, 2024

Position: Early Head Start / Head Start / Pre-K Operations Coordinator

Employment Term: Full-time / 240 days per fiscal year

Location: The EPIC Administrative Office – 109 S. College Street, Martinsburg, WV 25401

Salary: Based upon the [EPIC FY'24 Service Pay Scale Grade H](#) with years of verified related experience, an education supplement, and a Service Coordinator stipend.

### Qualifications:

1. Minimum high school diploma or equivalent
2. Minimum 3 years of experience as an administrative assistant – preference given to those who have experience working with WVEIS.
3. Experience with budgeting, maintaining ledgers, analyzing expenditures, and/or other financial responsibilities
4. Excellent organizational and time-management skills.
5. Outstanding interpersonal skills with the ability to work with diverse populations.
6. Proficient in all Microsoft programs.
7. Proficient in or willing to quickly obtain proficiency with these computer-based programs: WVEIS, WV Cares, Payment Management System, Office of Head Start programs, Child Plus, Bus Operator Certification, Bus Driver Clearinghouse, and American Heart program. (Training will be provided.)
8. Working knowledge of the Head Start / Early Head Start programs.
9. The ability to maintain confidentiality of student and staff data.

### General Overview:

The EPIC Early Head Start / Head Start / Pre-K program 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 selected candidate will provide extensive administrative support to the Head Start and Early Head Start programs as assigned by the director. This is an essential role that requires a great deal of flexibility, dependability, and organization. Further, the selected candidate must be an excellent multi-tasker who is professional and able to work with and support a variety of staff members, families, and program partners.

### Duties / Responsibilities:

1. Assist the Head Start / Early Head Start programs in all administrative areas as assigned by the Head Start Director
2. Demonstrate verbal and written competency in the English language.
3. Maintain the utmost confidentiality in all program areas

4. Fulfill all requirements associated with Federal grants and state agencies including but not limited to:
  - a. Completing and submitting Federal reports
  - b. Scheduling background checks in WV Cares for new hires and 5-year renewals
  - c. Maintaining the bus driver certification data
  - d. Notifying staff members of random drug testing
5. Enter student enrollment, attendance, and immunization data into WVEIS as assigned
6. Enter financial data into WVEIS as assigned
7. Maintain current program inventory
8. Invoice counties as needed
9. Track p-card purchases and pay bills as assigned
10. Review timesheets and travel reimbursement before coding and submitting for payment
11. Track tuition reimbursement applications and payments
12. Register staff members for various programs and trainings
13. Work with vendors for services needed including opening purchase orders, requesting W-9s, making payments, adhere to established requisition process, etc.
14. Notify EPIC HR when positions need to be filled and assist with onboarding new hires
15. Maintain employee program personnel files to ensure all current information is on file and in data tracking system
16. Run account budgets monthly, ability to analyze expenditures
18. Address and/or transfer stakeholders' questions to appropriate personnel
19. Develop and maintain tracking spreadsheets to be shared with the program director
20. Provide reports/data to be shared with councils
21. Perform other reasonable duties as assigned

Reports To: 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 Current EPIC Employees: Current EPIC employees may submit a letter of application via email to EPIC HR at [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org) or apply using any of the same options provided to new candidates 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 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 the position is 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