



Notice of Job Vacancy #26-065

Posting Date: December 30, 2025

Position: Head Start Tri-County Family/Community Partnership Specialist

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

Salary: Based on the [EPIC FY'26 Professional Salary Schedule](#) based on education and years of related experience with a 12.5% Supplemental 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.

Qualifications:

1. Minimum BS/BA degree in human services or social services from an accredited college/university required
2. Master's degree in family science or social services preferred
3. Must have at least one year experience in social service programming, health care, education, or a related field required
4. Must have at least one year of supervisory experience; supervision of a team, division, or department preferred
5. Must have a valid driver's license and reliable transportation
6. Must have prior experience working with low-income families
7. Must be organized and able to manage confidential electronic data and reports
8. Demonstrate ability to communicate effectively both orally and in writing
9. Ability to navigate data programs and knowledge of basic office programs

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.

Essential Duties:

1. Provide tri-county leadership for family services, parent development, and family resources.
2. Support, supervise, mentor, and track the completion of Family Partnership Goals, the Family Outcomes Assessments and provision of services required to support families in meeting their needs and goals.
3. Organize, administer, and coordinate the Family Advocate Cornerstone component of the Prenatal to Five Program as set forth in the Head Start Performance Standards.
4. Supervise and provide professional development in the areas of social services and parent involvement to program staff. Training includes recognizing and reporting suspected child abuse and neglect, how to contact social service agencies, and related topics.
5. Update annual family advocate individual goal plans; update community needs assessment.
6. Support ERSEA Specialist and assist in executing an ongoing tri-county recruitment process using established and annually updated selection criteria to determine enrollment.
7. Supervise and evaluate family advocates including review of the development of family advocate activities and referrals, and FA attendance. Maintain pertinent records.
8. Advocate for Head Start families by working closely with community organizations and maintaining a list of local resources providing services. Participation in Family Resource Network through DHHR.

9. Participate in and approve items presented at parent meetings.
10. Supervise and monitor suspected child abuse and neglect reports/referrals from staff. This may include reporting suspicions to the appropriate agency following the most stringent standards of confidentiality.
11. Provide information for the monthly newsletter- community events and job opportunities portions.
12. Supervise the parent volunteer program; training, screening of volunteers; keeping track of volunteer hours.
13. Maintain In-kind records, collect and tally In-kind reports from staff, review monthly totals to ensure that In-kind requirements are met.
14. Participate in Health and Mental Health Advisories as available.
15. Transport parents as required.
16. Function as Policy Council liaison, provide oversight for Parent Fund Request, Purchases, and Policy Council Budget.
17. Work collaboratively with all program staff, LEA partners and community agencies to support the provision of resources to program children and families
18. Organize and participate in monthly county FA meetings.
19. Ensure that policies, guidelines and technological systems are protecting confidentiality and privacy of families as related to coordinated, integrated and comprehensive services
20. Collect, aggregate and analyze data entered by family advocate staff, assisting family advocates in accurately interpreting information collected and ensuring that data is meaningful and useful.
21. As team member, will be in each county once a week for monitoring requirements.
22. Perform other related duties as required by director.

Additional General Requirements:

1. Adhere to Head Start Performance Standards, EPIC and EPIC Head Start/Pre-K Policy and Procedures and NAEYC Code of Ethical Conduct, WVDE and DHHR regulations.
2. Participate in meetings, trainings, and continuing education programs as required or recommended by Head Start and sponsoring organizations.
3. Prepare and submit written reports as required and on time.
4. Attend evening meetings and perform overnight travel as required.
5. Agency approval of Criminal Investigation Bureau records.
6. Maintain CPR and First Aid Certification and Authorization of Protective Services.
7. Adhere to EPIC EHS/HS Confidentiality Policy and Code of Conduct.

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: Early Head Start/Head Start/Pre-K 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: 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.
Head Start/Early Head Start is funded by the US Administration for Children and Families.