

# **Institute of Community Services, Inc.**

ICS, Inc. has the following position available:

## **Eva Covington Head Start Center**

### **Special Needs Assistant**

#### **Qualifications:**

**Special Needs Assistant** - High School diploma or General Education diploma (GED). Minimum of one year of related experience is preferred. Ability to work with students with various impairments, demonstrated aptitude for work to be performed, such as, but not limited to positive work ethic, well organized, strong communication skills, basic technology skills and flexibility to work with diverse students and staff.

**NO APPLICATION WILL BE ACCEPTED WITHOUT A CERTIFIED COPY OF HIGH SCHOOL TRANSCRIPT.**

Application may be requested beginning Thursday, June 27, 2024, through the ICS website: [www.ics-hs.org](http://www.ics-hs.org); download an application, insert (declaration page) and (3) character reference forms on the employment link tab under Human Resources; or you may stop by our ICS Central Office located at 210 West Valley Avenue, Holly Springs, MS. Office hours are from 8:00 a.m. to 5:00 p.m. Monday - Thursday. The deadline for application is Monday, July 8, 2024.

#### **Salary Ranges:**

**Special Needs Assistant**

\$14.129 – 15.840

#### **Outstanding Benefits:**

**Health Insurance** (agency pays 90%)

**Retirement** (agency pays 6% to 10%)

**Sick Leave**

**Paid Leave**

**Paid Holidays**

**ICS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION, AGE, OR DISABILITY.**