

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

ICS, Inc. has the following positions available:

## **Marjean Myatt Head Start Center**

Center Administrative Assistant  
Special Needs Assistant

### **Qualifications:**

**Center Administrative Assistant** – Preferable B.S. degree in early childhood education, child development, elementary education, child care, special education, psychology (with emphasis on child psychology), family and consumer sciences (with emphasis on child development).

**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 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. Office hours are from 8:00 a.m. to 5:00 p.m. Monday - Thursday. The deadline for application is Monday, July 15, 2024.

### **Salary Ranges:**

**Center Administrative Assistant**  
\$18.760 - \$27.068

**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**