

Institute of Community Services, Inc.

ICS, Inc. has the following positions available:

Mary Cathey Head Start Center

Cook Assistant

Early Head Teacher

Teacher Assistant

Qualifications:

Cook Assistant- Must have basic communication skills and be able to read, write, and solve arithmetic problems. Must obtain certification in food service management within 6 months of employment.

Early Head Start Teacher- An associate degree in Early Childhood or related area, college hours. A CDA in infant/toddler, preschool or a high school diploma. Must be willing to enroll in a pre-school CDA program, acquire a degree or 18 hours in Early Childhood within two years of hire.

Teacher Assistant - An associate degree in Early Childhood or related area, college hours. A CDA in pre-school or a high school diploma. Must be willing to enroll in a pre-school CDA program, acquire a degree or 18 hours in Early Childhood within two years of hire.

FOR CLASSROOM POSITIONS, NO APPLICATION WILL BE ACCEPTED WITHOUT A CERTIFIED COPY OF TRANSCRIPT.

Application may be requested beginning Thursday, July 24, 2025 at the Mary Cathey Head Start Center located at 278 Highway 314 West, Oxford, MS; or you can go on the ICS website www.ics-hs.org; download an application and insert (declaration page) under the Human Resources employment link. Office hours are from 8:00 a.m. to 4:30 p.m. Monday - Friday. The deadline for application is Monday, August 4, 2025.

Salary Ranges:

Cook Assistant

\$14.513-\$15.840

Early Head Start Teacher

\$19.840 - \$27.068

Teacher Assistant

\$17.517 - \$17.361

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.