

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

ICS, Inc. has the following positions available:

## **Clen Moore Head Start Center**

Cook Assistant

Early Head Teacher

### **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.

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

Application may be requested beginning Thursday, August 14, 2025, at the Clen Moore Head Start Center located at 110 West Central Avenue, Coldwater, MS or go on 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 4:30 p.m. Monday - Friday. The deadline for application is Monday, August 25, 2025.

### **Salary Ranges:**

**Cook Assistant**

\$14.513-\$15.840

**Early Head Start Teacher**

\$19.840 - \$27.068

### **Outstanding Benefits:**

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

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

**Sick Leave**

**Paid Leave**

**Paid Holidays**