



**GREATER OPPORTUNITIES OF THE PERMIAN BASIN, INC.  
Head Start School Readiness Academy**

**JOB POSTING – November 1, 2017**

**Applications can be downloaded at: [www.gopb.org](http://www.gopb.org)**

**NOTICE TO PROSPECTIVE EMPLOYEES**

Greater Opportunities of the Permian Basin, Inc. – Head Start School Readiness Academy is accepting applications for the vacancies posted. Applications will be taken for all vacant positions. Some positions may require additional qualifications.

Criminal history records will be checked. Convictions related to any sexual offense, drug related offense, murder, theft, assault, battery or any other involving personal injury or threat to another person may make you ineligible for employment. All prospective employees' histories are verified through the Texas Department of Public Safety and/or the FBI to determine the existence of such records. Driving records will be checked and you must be insurable for our insurance purposes.

Pre-employment and post-employment drug screening is conducted. A Tuberculosis skin test is a condition of employment; other testing may be requested as needed. Physical capabilities/fit-for-duty testing will be conducted for some positions.

Job placement will be made at the discretion of the GOPB, Inc. to assure the best interests of the agency and/or the clients it serves.

Incomplete applications will not be considered. A resume will not substitute for the application, but may supplement it. Falsification of the application for employment is grounds for dismissal, if employed.

**APPLICATIONS FOR EMPLOYMENT CAN BE DOWNLOADED  
FROM [WWW.GOPB.NET](http://WWW.GOPB.NET) AND MUST BE SUBMITTED TO THE  
HUMAN RESOURCES OFFICE LOCATED AT:  
GOPB, Inc.  
206 W. 5<sup>TH</sup> STREET  
ODESSA, TX 79760**

Greater Opportunities of the Permian Basin, Inc. – Head Start is an Equal Opportunity Employer

<b>POSITION</b>	<b>REQUIREMENTS</b>	<b>DUTIES</b>
Teacher(s), Head Start campus in Odessa	<p>Prefer a bachelor's degree in Early Childhood Education or closely related field;</p> <p>OR, at a minimum: an associate's degree or on an associate degree level enrolled in an accredited 4 year college or university working toward a degree in Early Childhood Education or closely related field.</p>	Duties include providing the Head Start child with experiences that are age appropriate by directing classroom activities in a healthy, clean, and safe environment which promotes the development of self-esteem and independence.
Teacher Aide(s), Head Start campus in Odessa and Big Spring	High School Diploma or GED.	Act as an assistant teacher in guiding Head Start children to their fullest potential and assisting the teacher in meeting the needs of the families and in their instructional program. Will also serve as a Bus Monitor as scheduled by the Site Manager.
Licensed Vocational Nurse (LVN) or Registered Nurse (RN), Head Start Campus in Pecos	Valid LVN or RN license	Provide health services to Head Start students, make home visits, document services provided, schedule appointments for health-related services, compile medical data for all students, provide first aid, arrange for emergency medical services as needed, keep clinic area organized and sanitary. May commute to other facilities as necessary to provide services.
Custodians, Head Start campuses in Big Spring	High School Diploma or GED.	Duties include cleaning the inside and outside of building. He/she performs routine Tasks on a daily regular basis to ensure the facility meets the health and safety Standards of the Agency.
Bus Drivers, Head Start campus in Odessa	High School diploma or GED. May require Commercial Driver's License (CDL). And, school bus certification, to which GOPB will provide requisite training.	Responsible for providing the safe transportation of Head Start children and for driving any other assignments deemed necessary for the program. Be responsible for the maintenance of vehicles and interacting with parents and other members of the community in a positive and professional manner.
HR Clerk	High School Diploma or GED. Five years working in an office setting.	Duties include responsible for Human Resources files and record keeping of the functions that are managed and maintained by the Human Resources Manager. In addition the Human Resources Clerk will aide in scheduling interviews and setting up Fingerprint appointments for staff, substitutes and volunteers. Will be the new hire and Insurance Coordinator. Ability to work in a fast paced environment and multitask efficiently a must.