



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

JOB POSTING – June 1, 2018

Applications can be downloaded at: 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 AND MUST BE SUBMITTED TO THE
HUMAN RESOURCES OFFICE LOCATED AT:
GOPB, Inc.
**206 W. 5TH STREET
ODESSA, TX 79760****

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

POSITION	REQUIREMENTS	DUTIES
Teacher(s), Head Start campus in Odessa, Big Spring, Pecos, Saragosa and Monahans	Prefer a bachelor's degree in Early Childhood Education or closely related field; 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.	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, Monahans, Pecos, Saragosa 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.
Bus Drivers, Head Start campus in Odessa and Big Spring	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, Administration Office Odessa	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.
Custodian, Head Start Campus in Monahans, Odessa and 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.

Family Advocate, Head Start Campus in Pecos, Big Spring, Odessa	Prefers a Bachelor's degree in Social Work, or at a minimum of an Associate degree plus 3 years of experience working with family social services. Official transcripts required with employment application.	Duties include providing guidance, direction, and technical assistance to parents whose children attend Head Start.
Licensed Vocational Nurse (LVN) or Registered Nurse (RN), Head Start Campus in Odessa, Pecos, Monahans and Big Spring	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.
Cook, Head Start Campus in Pecos, Odessa, Monahans and Big Spring	Requires high school diploma or GED, and prefer experience working in school cafeteria or other similar institutional kitchen.	Duties include preparing and serving family style meals for young children (birth to 5), according to Head Start and USDA guidelines. Also responsible for ordering food and supervising any additional kitchen staff.
Cook Assistant, Head Start campus in Pecos, Odessa, Monahans and Big Spring	High School Degree or GED One year experience working in Food Services.	The Cook Assistant assists the Center Cook with the preparation and serving of the meals for the Head Start Center. He/she helps with ordering and does clean up in all areas of the kitchen including storage area.
Support Clerk, Head Start campus in Pecos, Odessa, Monahans and Big Spring	High School diploma or GED. One year of experience working with Office setting.	Reports directly to the Site Manager. Acts as a receptionist for the center and will receive all guest/visitors and direct them to the proper staff. He/she is also first on the phones and directs calls to administrative staff. Proficient in current computer applications and software. He/she maintains a work area that is clean and exhibits a cheerful attitude.
Site Manager, Head Start campus in Pecos, Odessa, Monahans, Saragosa and Big Spring	Campus Site Managers - Bachelor's Degree in Child and Family Studies, Early Education or related field required. Two years as early childhood teacher with supervisory experience preferred. Official transcripts required with employment application.	Responsible for the day management of the Center Operations, ensuring compliance with all licensing Regulations, policies and guidelines. Responsible for Staff management supervision, facility management provisions of the educational program, as well as, direct support services for children and parents. Will serve as a mentor to teachers and teacher assistants. Must recognize that this position is service area specific and that a successful employee upholds the overall employment standards outlines in the Personnel Policies and Procedures Manual and specifically, but not limited to: confidentiality, child abuse reporting,

		attendance and dependability, appropriate dress, customer service and support to all families, prudent use of program resources, and promoting and maintaining safe work environment.
<p>Early Head Start Teachers Campus in Pecos, Odessa, Big Spring and Saragosa</p>	<p>High School Diploma or GED. Must have experience working with infants and toddler aged children.</p>	<p>The Early Head Start (EHS) teacher is responsible for the care, well-being, safety and education of infant and toddler aged children. The EHS teacher will:</p> <ul style="list-style-type: none"> ● Creates and manages a warm and challenging learning environment for infants and toddlers that is physically, mentally and emotionally safe. ● Develops age appropriate lesson plans. ● Incorporates appropriate early intervention learning and care activities. ● Serves meals and snacks to children according to agency guidelines ● Discover hidden talents in children and nurture them ● Maintain and manage records and reports ● Assist and support parents and staff in nurturing children’s talents <p>An infant and Toddler Child Development Associate Credential (CDA), CPR and SIDS training are required. This trainings and additional required trainings will be provided and/or facilitated by GOPB, Inc. Interested candidates must demonstrate the ability to work effectively with people, possess excellent problem solving, planning, organizational skills, and be willing to learn new methods on an ongoing basis and apply those methods in the classroom. The right candidate must be patient, able to resolve conflicts, gentle, kind, creative, resourceful, detail and multi-task orientated with a strong desire to succeed.</p>
<p>Education Manager</p>	<p>Prefers a Masters degree in Early Childhood Education, or at a minimum a Bachelor’s degree in Early Childhood Education plus 4 years experience working in an Early Childhood setting.</p> <p>Supervisory experience preferred.</p>	<p>Responsible for the delivery of all Educational services and activities to GOPB Program. Will provide guidance, direction and technical assistance to centers as it relates to education. Will ensure the outcome data is complete and submitted in a timely manner. Will be responsible for the overall preparation and maintenance of educational services to include records and reports. Ensure that classroom materials and supplies are available to all centers and that outcomes are achieved.</p>

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