



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

JOB POSTING – April 1, 2019

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 Aide(s), Head Start campus in Pecos 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.
Accountant, Head Start Administration Office in Odessa	Associate's degree in finance/accounting or related business field required; Bachelor's degree in related field preferred.	This position prepares checks bi-monthly for payment of invoices and utilities, maintains necessary bookkeeping needed for budget allocation, and provides intermediate accounting principles to routine procedures. Also maintains journals, ledgers and other financial records; prepares monthly reports and assists in financial planning and forecasting; budget monitoring and interfaces with auditors and board members.
Early Head Start Cook/Custodian Campus in Odessa	High School Diploma or GED.	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. The Cook/Custodian also does custodial duties including 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.
Cook Assistant, Head Start campus in Pecos	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.
Cook, Head Start Campus in Odessa	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.

<p>Early Head Start Teachers Campus in 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>
---	--	--