



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

**JOB POSTING – December 1, 2021**

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

**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>   |
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| <b>Teacher Aide(s), Head Start campus in and Odessa and Big Spring</b> | <b>High School Diploma or GED.</b>   | <b>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.</b>  |
| <b>Wrap Around Care Part-Time Teacher in Odessa and Big Spring</b>     | <b>High School Diploma or GED</b><br><br><b>Prefers experience working in a classroom setting but not required.</b>  | <b>The duties of the Part-Time Teacher are to provide the Head Start child 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. The Teacher guides the children to their fullest potential and meets the needs of the families and in the instructional program.</b><br><br><b>This is a Part-Time Position Monday thru Friday. Four hours per day from 2:00 p.m. to 6:00 p.m.</b> |
| <b>Teacher(s), Head Start campus in Odessa</b>                         | <b>Prefer a bachelor's degree in Early Childhood Education or closely related field;</b><br><br><b>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.</b> | <b>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.</b>  |
| <b>Cook, Head Start Campus in Odessa</b>                               | <b>Requires high school diploma or GED, and prefer experience working in school cafeteria or other similar institutional kitchen.</b>  | <b>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.</b>   |
| <b>Site Manager in Odessa</b>  | <b>Site Manager - Bachelor's Degree in Child and Family Studies, Early Education or related field required. Plus 3 years of experience working with family social services. Two years as early childhood teacher with supervisory experience preferred. Official</b>   | <b>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</b>   |

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|  | transcripts required with employment application.   | 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.  |
| Health Aide, Head Start campus in Odessa                     | High School diploma or GED.<br>Certified Nurse Aide certificate (CNA)   | The Health Aide will provide health services to Head Start students and also provide other health related services. Assists in all other areas as instructed by Supervisor.   |
| Family Engagement Manager<br>Administration Office           | Bachelor's Degree in Psychology, Social Work, Sociology or Human Services related field or three years experience in related field. | Uses knowledge of the principles of family support and case management to manage and develop direct reports, collaborate with related service areas, and communicate with internal and external stakeholders. Facilitates opportunities for families to engage in classroom and to interact with one another in parent meetings. Employs strategies for building peer support networks for families in the classroom and community. Responsible for developing Community Partnerships with agencies and community organizations. On an ongoing basis create partners within the community organizations that can provide services specific to Head Start families. Will keep track of Non-Federal Share/In-Kind under the supervision of the Associate Director of PFCE/ERSEA. Will assist Associate Director of PFCE/ERSEA with the facilitation of parent and staff trainings and other duties as assigned. |
| Early Head Start Teachers<br>campus in Odessa and Big Spring | High School Diploma or GED.<br>Must have experience working with infants and toddler aged children.                                 | Duties include providing guidance, direction, and technical assistance to parents whose children attend Head Start.<br><br>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: <ul style="list-style-type: none"> <li>● Creates and manages a warm and challenging learning environment for infants and toddlers that is physically, mentally and emotionally safe.</li> <li>● Develops age appropriate lesson plans.</li> <li>● Incorporates appropriate early intervention learning and care activities.</li> </ul>   |

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|  |   | <ul style="list-style-type: none"> <li>● Serves meals and snacks to children according to agency guidelines</li> <li>● Discover hidden talents in children and nurture them</li> <li>● Maintain and manage records and reports</li> <li>● Assist and support parents and staff in nurturing children's talents</li> </ul> <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>Duties include providing guidance, direction, and technical assistance to parents whose children attend Head Start.</p> |
| <p><b>Support Clerk<br/>campus in Pecos and<br/>Odessa</b></p> | <p><b>High School diploma or<br/>GED. One year of<br/>experience working with<br/>Office setting.</b></p> | <p><b>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.</b></p>   |