

Mississippi Action for Progress, Inc, a large early childhood development program serving Lauderdale and Scott counties has immediate opening for the following positions:

Center Clerk - This position has the responsibility of overseeing the Center's main office reception area and functions. Answer telephone Switchboard answer multi-line telephone system in a timely, courteous and professional manner; accurately receive and disseminate messages; handle incoming and outgoing mail; send and receive faxes. Greet and Assist Visitors; direct all visitors in a courteous manner; Administrative support; schedule client intake appointments; update and input data in the Child-Plus system; maintain attendance and T&A records and other duties as assigned. **Desired Qualifications:** Associate Degree and one year experience in general office practices with emphasis on reception, switchboard. Strong computer skills using PC's and variety of software applications, word processing, database and e-mail. Ability to work in a fast paced multi-task environment. Ability to operate a wide variety of office equipment, copier, fax, postage meter, voice mail etc.

Teacher - Responsibilities include planning, implementation, and the integration of child development activities for assigned children in a manner that contributes to their growth and development and in accordance with best practices for serving young children, and the Head Start Performance Standards. **Desired Qualifications:** Bachelor's in Early Childhood Education, Child & Family Studies, or related discipline, with a minimum of 18 hours in Early Childhood Education, and at least six months experience in a preschool/child development program. **Minimum Qualifications:** AA in Early Childhood Education or Child Development Technology (CDT), and at least one year experience in a child development program.

Teacher Aide - Under the supervision of the classroom teacher, assists teacher in providing quality early childhood education learning experiences. **Desired Qualifications:** AA Degree in Early Childhood Education, Child Development Technology, or related discipline, with one a minimum of 18 hours in Early Childhood Education, and (1) year experience working with preschool children. **Minimum Qualifications:** Child Development Credential (CDA), *and* currently pursuing a degree in Early Childhood or related discipline.

Childcare Provider - **Desired Qualifications:** Bachelor's Degree in Early Childhood Education, Child & Family Studies, or related discipline, with a minimum of 18 hours in Early Childhood Education, and one (1) year experience in a preschool/child development program. **Minimum Qualifications:** AA in Early Childhood and one (1) year experience working with infants and toddlers, or in a preschool environment, and currently pursuing a degree in Early Childhood Education, or a related discipline with one a minimum of 18 hours in Early Childhood Education.

Family Community Worker (FCW) - **Minimum Qualifications:** Bachelor's degree or above in Human Services, or related discipline to include course work in the principles of social work, and a minimum of six months experience in a family social services setting, that includes case management, and experience in referring families in need to community resource services. Reliable vehicle with proof of insurance, and a valid MS Driver's License required. **Minimum Qualifications:** AA Degree or above in Human Services, or related discipline to include course work in the principles of social work, and a minimum of one year experience in a family social services setting, that includes case management, and experience in referring families in need to community resource services.

Head Cook - **Desired Qualifications:** AA Degree in Home Economics, Food Service Management, or Serv-Safe Certification, and two years related experience, preferably in a pre-school environment preferred.

Assistant Cook - **Desired Qualifications:** Serv-Safe Certification and twelve college hours preferred. **Minimum Qualifications:** High school diploma and two (2) years experience, preferably in a pre-school environment.

Bus Driver: Under the supervision of the Center Administrator, the Bus Driver provides safe transportation for children to and from their homes and the Head Start centers, and ensure proper maintenance of Agency owned vehicles. **Minimum Qualifications:** High school diploma and a valid MS Commercial Driver's License (CDL) with PS endorsements. A clean driving record and the passing of an alcohol/drug test required, and one (1) year experience in a preschool environment preferred.

Bus Monitor: Under the supervision of the Center Administrator, the Bus Monitor is responsible for the supervision of children while being transported. **Minimum Qualifications:** High school diploma/GED and one year experience working with preschool children.

Janitor: Under the supervision of the Center Administrator, the janitor provides for the orderliness and overall good appearance of the buildings and grounds. **Minimum Qualifications:** High school diploma/GED and one (1) year of related experience preferred.

The Agency reserves the right to measure qualifications and work experience.

All positions require the ability to communicate verbally and in writing.

All employees must pass a criminal background check before hire.

Interested applicants should submit a resume indicating desired position to:

Substitute positions available, please inquire.

**Submit resume' and transcript to:
Geneva Burton, Regional Administrator**

Mississippi Action for Progress, Inc.

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Opening Date: 06/25/2018

Closing Date: Open Until Filled