Institute of Community Services, Inc.

ICS, Inc. has the following positions available:

Clen Moore Head Start Center

Teacher Assistant
Teacher

ICS Central Office

Nutrition Secretary

Qualifications:

Nutrition Secretary- A minimum of a high school diploma with knowledge of clerical skills; post high school training at the business college level or related experience is preferred. Must type forty (40) wpm, score 70% or better on the agency's spelling test, have good communication skills: written and verbal, and interpersonal skills, possess good customer service skills, ability to be accurate and work independently, knowledgeable of using multiple telephone lines and must be able to set up and maintain a general filing system.

Teacher Assistant - An associate degree in Early Childhood or related area, college hours. A CDA in infant/toddler, pre-school or a high school diploma. Must be willing to enroll in a pre-school CDA program, acquire a degree or 18 hours in Early Childhood within two years of hire.

Teacher - Bachelor's degree in early childhood education or related field with a minimum of 18 hours in Early Childhood Education and experience in an early childhood education classroom.

NO APPLICATION WILL BE ACCEPTED WITHOUT AN OFFICIAL TRANSCRIPT.

Application may be requested beginning Thursday, August 20, 2026, at the Clen Moore located at 110 West Central Avenue, Coldwater, MS; or go on the ICS website: www.ics-hs.org; download an application, insert (declaration page) and (3) character reference forms on the employment link tab under Human Resources. Office hours are from 8:00 a.m. to 4:30 p.m. Monday - Friday. The deadline for application is Monday, August 31, 2026.

Salary Ranges:

Teacher Assistant
$18.1314 - $21.486

Teacher
$23.705 - $30.437

Outstanding Benefits:

Health Insurance (agency pays 90%)
Retirement (agency pays 6% to 10%)
Sick Leave
Paid Leave
Paid Holidays

ICS, INC. IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, SEX, NATIONAL ORIGIN, RELIGION, AGE, OR DISABILITY.