Institute of Community Services, Inc.

ICS, Inc. has the following positions available:

Erma Rogers Head Start Center
Early Head Start Teacher
Teachers (2)

ICS Central Office
Nutrition Secretary
EHS Teacher

Marjean Myatt Head Start Center
Teacher Assistant

Qualifications:

Early Head Start Teacher- An associate's degree in early childhood), Child Develop Education or related (6 or more classes in Early Childhood), Child Development and Childcare Technology or Child Development Associate (CDA) – Infant/Toddler endorsement. Also willing to enroll in college classes to further enhance skills and obtain a B.S. degree.

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 - 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.

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.

NO APPLICATION WILL BE ACCEPTED WITHOUT AN OFFICIAL TRANSCRIPT.

Salary Ranges:

Early Head Start Teacher
19.966 - $27.068

Teacher
$23.705 - $30.437

Teacher Assistant
$18.1314 - $21.486

Outstanding Benefits:

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

Nutrition Secretary
$18.809 – 27.704

Application may be requested beginning Thursday, August 20, 2026, at the Erma Rogers Head Start Center located at 241 South Fuller Street, Byhalia, MS, or Marjean Myatt Head Start Center located at 170 West Valley Avenue, Holly Springs, MS; or you can 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.

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