Institute of Community Services, Inc.

ICS, Inc. has the following positions available:

Eloise McClinton Head Start Center

Cook Assistant

Teachers (4)

ICS Central Office

Nutrition Secretary

Qualifications:

Cook Assistant- Must have basic communication skills and be able to read, write, and solve arithmetic problems. Must obtain certification in food service management within 6 months of employment.

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.

NO APPLICATION WILL BE ACCEPTED WITHOUT AN OFFICIAL TRANSCRIPT.

Application may be requested beginning Thursday, August 20, 2026, at the Eloise McClinton Head Start Center located at 2320 East Church Road, Southaven, 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:

Cook Assistant
$14.513-$15.840

Teacher
$23.705 - $30.437

Nutrition Secretary
$18.809 - $27.704

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.