

Institute of Community Services, Inc.

ICS, Inc. has the following positions available:

ICS Central Office

Nutrition Secretary

Mary Cathey Head Start Center

Teacher

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 - 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.

Salary Ranges:

Nutrition Secretary
\$18.809 - \$27.704

Teacher
\$23.705 - \$30.437

Outstanding Benefits:

Health Insurance (agency pays 90%)

Retirement (agency pays 6% to 10%)

Sick Leave

Paid Leave

Paid Holidays

Application may be requested beginning Thursday, August 20, 2026, at the Mary Cathey Head Start Center located at 274 Highway 314, Oxford, 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.