

GREATER OPPORTUNITIES OF THE PERMIAN BASIN, INC. – PROJECT HEAD START

JOB POSTING – 05/25/11

Applications can be downloaded at: www.gopb.org

NOTICE TO PROSPECTIVE EMPLOYEES

Greater Opportunities of the Permian Basin, Inc. – Project Head Start is accepting applications for the vacancies posted. Applications will be taken for all vacant positions. The minimum requirements for all positions include a High School Diploma or GED and Valid Texas Driver's License. Some positions will require additional qualifications.

Criminal history records will be checked. Convictions related to any sexual offense, drug related offense, murder, theft, assault, battery or any other involving personal injury or threat to another person may make you ineligible for employment. All prospective employees' histories are verified through the Texas Department of Public Safety and/or the FBI to determine the existence of such records. Driving records will be checked and you must be insurable for our insurance purposes.

Pre-employment and post-employment drug screening is conducted. A Tuberculosis skin test is a condition of employment; other testing may be requested as needed. Physical capabilities/fit-for-duty testing will be conducted for some positions.

Job placement will be made at the discretion of the GOPB, Inc. to assure the best interests of the agency and/or the clients it serves.

Incomplete applications will not be considered. A resume will not substitute for the application, but may supplement it. Falsification of the application for employment is grounds for dismissal, if employed.

**APPLICATIONS FOR EMPLOYMENT CAN BE DOWNLOADED FROM WWW.GOPB.ORG AND MUST BE SUBMITTED TO THE HUMAN RESOURCES OFFICE LOCATED AT:
GOPB, Inc.
206 W. 5TH STREET
ODESSA, TX 79760**

Greater Opportunities of the Permian Basin, Inc. – Head Start is an Equal Opportunity Employer

POSITION	REQUIREMENTS	SALARY	DUTIES
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*Salaries are quoted on monthly basis for ease of understanding however GOPB pays employees on a semi-monthly basis.

Manager of Information Systems (MIS), Administration in Odessa.	Prefer bachelor's degree in MIS or closely related field. Will consider Associate's Degree with 3 – 5 years of progressively responsible experience working as an IS Manager, Associate or Apprentice.	\$27,046 per year depending on experience	Plan and coordinate activities such as installing and upgrading hardware and software, programming and systems design, implementation of computer networks, development on Internet and intranet sites, maintenance and security of networks, and determine immediate and long-range personnel and equipment requirements for budgetary consideration.
Site Manager(s), Head Start campuses/centers in Odessa.	Bachelor's degree in Early Childhood Education or closely related field along with a minimum of two years as early childhood teacher with some supervisory experience. Must also qualify as childcare center director/administrator in accordance with Texas Department of Family and Protective Services childcare licensing requirements.	\$30,622 per year depending on experience	Oversee the daily operations of the Head Start facility to include ensuring compliance with all licensing regulations and guidelines, supervision of facility and staff, and provide direct support services for children and parents.
Bus Driver(s) (part-time position), Head Start campuses/centers in Odessa and Pecos.	High School diploma or GED. May require Commercial Driver's License (CDL). And, school bus certification, to which GOPB will provide requisite training.	\$11,285 per year depending on experience	Responsible for providing the safe transportation of Head Start children and for driving any other assignments deemed necessary for the program. Be responsible for the maintenance of vehicles and interacting with parents and other members of the community in a positive and professional manner.
Teacher(s), Head Start campuses/centers in Odessa and Big Spring	Requires a bachelor's degree in Early Childhood Education or closely related field.	\$29,092 per year depending on experience	Duties include providing the Head Start child with experiences that are age appropriate by directing classroom activities in a healthy, clean, and safe environment which promotes the development of self-esteem and independence.
Teacher Aide(s), Head Start campuses/centers in Odessa and Big Spring	High School Diploma or GED.	\$12,484 per year depending on experience	Act as an assistant teacher in guiding Head Start children to their fullest potential and assisting the teacher in meeting the needs of the families and in their instructional program. Will also serve as a Bus Monitor as scheduled by the Site Manager.

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Health and Development Services Coordinator, Administration in Odessa.	Associate of Arts in Nursing or Health Services. Bachelor's degree preferred.	\$32, 714 per year depending on experience	Responsible for working with the LVN, Nurse Aides, other support staff and the community to provide direct and indirect services, which including enrolling children and their families. Plan and implement Health and Safety Performance Standards. Maintain accurate and confidential records, and monitor centers to insure compliance with Performance Standards.
Dietary Aide, Head Start campus in Odessa.	High School Degree or GED	\$10,073 per year depending on experience	The Dietary Aide is the assistant to the cook. Prepares and serves meals for the Head Start Program. Keep food preparation and serving and storage areas clean. Assists Cook and Assistant Cook mopping kitchen and doing dishes.
Cook, Head Start campus in Odessa.	Requires high school diploma or GED, and prefer experience working in school cafeteria or other similar institutional kitchen.	\$12,103 per year depending on experience	Duties include preparing and serving meals for the children of Head Start. Will also keep service and storage areas clean.
Assistant Maintenance Manager, Transportation and Maintenance Department in Odessa.	High School Degree or GED. Experience in facility maintenance.	\$23,242 per year depending on experience	The Maintenance person is responsible for cleaning and maintenance of assigned center including out buildings, equipment and grounds. He/she performs routine tasks on a daily regular basis to ensure that the facility meets the health and safety standards of the Agency. He/ she also develop and maintain a positive relationship with center staff, parents of children and the general public.