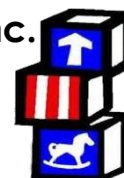




**Greater Opportunities of the Permian Basin Inc.
Head Start & Early Head Start
School Readiness Academy**



JOB POSTING – November 1, 2024

Applications can be downloaded at: www.gopb.net

NOTICE TO PROSPECTIVE EMPLOYEES

Greater Opportunities of the Permian Basin, Inc. – Head Start School Readiness Academy is accepting applications for the vacancies posted. Applications will be taken for all vacant positions. Some positions may 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.NET 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	DUTIES
Teacher Aide(s), Head Start campus in Big Spring	High School Diploma or GED.	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.
Teacher(s), Head Start campus in Pecos, Monahans and Odessa	Prefer a bachelor's degree in Early Childhood Education or closely related field; OR, at a minimum: an associate's degree or on an associate degree level enrolled in an accredited 4 year college or university working toward a degree in Early Childhood Education or closely related field.	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.
HR Clerk, Administration Office in Odessa	High School Diploma or GED. Five years working in an office setting.	Duties include responsible for Human Resources files and record keeping of the functions that are managed and maintained by the Human Resources Manager. In addition the Human Resources Clerk will aide in scheduling interviews and setting up Fingerprint appointments for staff, substitutes and volunteers. Will be the new hire and Insurance Coordinator. Ability to work in a fast paced environment and multitask efficiently a must.
Bus Drivers, Head Start campus in Odessa	High School diploma or GED. May require Commercial Driver's License (CDL). And, school bus certification, to which GOPB will provide requisite training.	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.
Wrap Around Care Part-Time Teacher in Odessa and Big Spring	High School Diploma or GED Prefers experience working in a classroom setting but not required.	The duties of the Part-Time Teacher are to provide the Head Start child 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. The Teacher guides the children to their fullest potential and meets the needs of the families and in the instructional program. This is a Part-Time Position Monday thru Friday. Four hours per day from 2:00 p.m. to 6:00 p.m.

<p>Early Head Start Teachers campus in Odessa, Pecos and Big Spring</p>	<p>High School Diploma or GED. Must have experience working with infants and toddler aged children.</p>	<p>Duties include providing guidance, direction, and technical assistance to parents whose children attend Head Start.</p> <p>The Early Head Start (EHS) teacher is responsible for the care, well-being, safety and education of infant and toddler aged children. The EHS teacher will:</p> <ul style="list-style-type: none"> • Creates and manages a warm and challenging learning environment for infants and toddlers that is physically, mentally and emotionally safe. • Develops age appropriate lesson plans. • Incorporates appropriate early intervention learning and care activities. • Serves meals and snacks to children according to agency guidelines • Discover hidden talents in children and nurture them • Maintain and manage records and reports • Assist and support parents and staff in nurturing children’s talents <p>An infant and Toddler Child Development Associate Credential (CDA), CPR and SIDS training are required. This trainings and additional required trainings will be provided and/or facilitated by GOPB, Inc. Interested candidates must demonstrate the ability to work effectively with people, possess excellent problem solving, planning, organizational skills, and be willing to learn new methods on an ongoing basis and apply those methods in the classroom. The right candidate must be patient, able to resolve conflicts, gentle, kind, creative, resourceful, detail and multi-task orientated with a strong desire to succeed.</p> <p>Duties include providing guidance, direction, and technical assistance to parents whose children attend Head Start.</p>
<p>Maintenance Technician in Odessa</p>	<p>High School Diploma or GED.</p>	<p>A Maintenance Technician’s job is to maintain, repair and troubleshoot equipment, buildings, and grounds. They may also perform general maintenance tasks, such as changing light bulbs, HVAC filter replacement, general plumbing and electrical maintenance and small repairs throughout the agency as needed. Maintenance technicians need to be able to communicate well, both verbally and in writing, to ensure repairs are completed</p>

		<p>quickly and accurately. Will carry out job duties, responsibilities and assignments in an efficient, cooperative, responsible and professional manner. Maintains a cooperative attitude and performs all duties with dignity and respect. Must have a valid drivers license and insurance in order to operate agency vehicles. Valid CDL preferred but not required.</p>
<p>Assistant Site Manager campus in Big Spring</p>	<p>Associate of Arts Degree. And, Child Development Associate Credential or Early Childhood Degree.</p> <p>Two (2) years as Early Childhood Teacher with some supervisory experience.</p>	<p>Assists the Site Manager with the daily management of the Center Operations, ensuring compliance with all licensing Regulations, policies, and guidelines. Responsible for Staff management supervision, facility management Provisions of the educational program, as well as, direct support services for children and parents. Will serve as a mentor to teachers and teacher assistants.</p>