



**Bolivar County Community Action Agency, Inc.**  **Elnora Littleton**

**Eastgate Center, Suite 120** Executive Director

**810 East Sunflower Road**  Head Start/ Early Head Start Director

Cleveland, MS 38732

Phone: 662-846-1491

Fax: 662-843-0173

Email: capdir@bolivarcaa.org

 **TO: MISSISSIPPI EMPLOYMENT SECURITY COMMISSION**

 **FROM: DAVID W. WASHINGTON – HUMAN RESOURCE DIRECTOR**

 **RE: JOB VACANCIES**

 **DATE: AUGUST 10, 2016**

**Please be advised that there are job vacancies in the Bolivar County Head Start Program as listed below:**

**1 – Teacher ………………. (8 hrs.) ………………. Cleveland # 1 Head Start Center**

**1 – Teacher Assistant ….… (8 hrs.) ………………. Cleveland # 3 Head Start Center**

**1 - Custodian Supervisor …………….…..Bolivar County Head Start Central Office**

 **Minimum Qualifications:**

* **Teacher – B.S. Degree in Early Childhood Education or a related field; Two year’s experience working with young children.**
* **Teacher Assistant – AA Degree in Early Childhood Development or a related field; Two years experience working with young children.**
* **Custodian Supervisor - The ability to read and write, perform minor carpentry, electrical and concrete work. One (1) year experience in performing janitorial work.**

**Deadline: Applications may be obtained from the Bolivar County Community Action Agency, 810 East Sunflower Road, Suite 120, Cleveland, MS 38732. Application will not be accepted after Wednesday, August 24, 2016.**