



*Helping People. Changing Lives.*  
**Bolivar County Community Action Agency, Inc.**  
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Elnora Littleton, Executive Director  
Head Start/ Early Head Start Director

**Bolivar County Head Start/Early Head Start Programs (Countywide)** has the following job openings:

**TEACHER ASSISTANTS (6) Cleveland/Mound Bayou/Rosedale**

Organizes the classroom space into functional areas (interest centers) as directed by the teacher. Maintains a clean and healthy classroom environment. Makes observations and assesses children in each developmental area utilizing an assessment instrument selected by the agency. Assist with planning school readiness activities. Participates in the evaluation of each child's progress on an on-going basis.

- A.A. Degree in Early Childhood Development, Early Childhood Education or a Child Development Associate (CDA) certificate in Preschool.
- One (1) year of experience working with young children.

**EARLY HEAD START CAREGIVERS (2) Cleveland/Rosedale**

Provides a comprehensive program of guidance, direction and meaningful classroom experience designed to meet the individual needs of each student in accordance with ACYF and Early Head Start Performance Standards. Provides constant supervision of children during all activities indoor and outdoor. Organizes classroom space into functional areas (interest centers).

- A.A. Degree in Early Childhood Education, Early Childhood Development or Child Development Associate (CDA) certificate in Infants and Toddlers.
- One (1) experience working with young children.

**EARLY HEAD START FLOATERS (2) Mound Bayou/Rosedale**

Provides constant supervision of children during all activities indoor and outdoor. Organizes classroom space into functional areas (interest centers) as directed by the EHS Caregiver. Assist with classroom activities.

- A.A. Degree in Early Childhood Education, Early Childhood Development or Child Development Associate (CDA) certificate in Infants and Toddlers.
- One (1) year of experience working with young children.

**EARLY HEAD START EXPANSION FLOATERS (3) Cleveland/Mound Bayou/Rosedale**

Provides constant supervision of children during all activities indoor and outdoor. Organizes classroom space into functional areas (interest centers) as directed by the EHS Caregiver. Assist with classroom activities.

- A.A. Degree in Early Childhood Education, Early Childhood Development or Child Development Associate (CDA) certificate in Infants and Toddlers.
- One (1) year of experience working with young children.

### **NUTRITION DIRECTOR (1) Countywide**

Directs and supervise the planning, scheduling, and preparation of meals and snack provided to children enrolled in Bolivar County Head Start Programs that meet USDA and MS state regulations. Must provide information and guidance to the staff concerning the principles of good nutrition, sanitary practices, proper use of kitchen equipment, and attractive food preparation. Designs and conducts an in-service training program that will provide the cooks with food preparation, serving, and storage skills. Monitors Head Start kitchens for compliance.

- Registered Dietician or Nutritionist (Required).
- Bachelor's degree in Nutrition Dietetics, Food System Management, Human Nutrition, Home Economics or related field.
- ServSafe Certification Preferred.
- Three (3) years of experiences in supervising a food program.

### **ASSISTANT COOKS (Subs)**

Implements meal preparation procedures and all other aspects for proper kitchen operations. Participates in food preparation, proper storage, supplies, kitchen clean-up and sanitization.

- High School Diploma or GED, SERVSafe Preferred.
- Minimum 1 year experience in food preparation and serving foods in bulk quantities.
- Must be able to follow instructions and complete assigned tasks in a timely manner.

### **CUSTODIANS PART-TIME (1) Shaw**

Cleans and sanitizes restroom and all other areas that need sanitizing daily. Empties and cleans trash cans and disposes of waste daily. Light maintenance. The Ability to do minor carpentry; must be able to clean, wax and buff floors; do electrical; and concrete work.

- High School diploma.
- The ability to read and write.
- Two years' experience performing janitorial work.

### **BUS DRIVERS PART-TIME (Cleveland/Mound Bayou/Rosedale)**

Transport children to and from the center while following safety and DOT driving regulations. Maintain discipline on the bus, and inspect and report maintenance needs.

- High School Diploma Preferred.
- Commercial Driver's License with **P & S Endorsements Required.**
- One (1) year experience driving a bus Required.
- Complete or possess an up-to-date Bus Driver Training Certificate.

**Must be able to pass a criminal background check, physical, drug screen, and COVID-19 Vaccinated.**

*Please submit a cover letter of interest, resume and three (3) professional references via email to: [hr@bolivarcaa.org](mailto:hr@bolivarcaa.org). **The deadline to apply is July 5, 2022.***

*BCCAA provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*