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## **BIG FIVE COMMUNITY SERVICES, INC. PUBLIC NOTICE JOB OPENING**

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**TO:** ALL EMPLOYEES AND THE GENERAL PUBLIC  
**FROM:** KEVIN STINSON, HUMAN RESOURCES DIRECTOR  
**SUBJECT:** OPEN JOB-POST IN ALL OFFICES AND CENTERS IN YOUR AREA  
**DATE:** 7/29/2020

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**PROGRAM:** Head Start **POSITION(S):** Teacher Aide (10 Month)

**LOCATION:** Woodard

**JOB SUMMARY:** Responsible for assisting the Head Start teacher with the planning and delivery of the educational program, as well as with providing appropriate positive guidance and discipline. Assist with the supervision of children in the classroom, on the playground, and with regard to transportation. Shares in the responsibility for the safety and well-being of the children.

**QUALIFICATIONS:** Must be 18 years old and have a high school diploma or GED. Prefer Bachelors and/or AA Degree. Two years of childcare or Head Start experience preferred. Must have a CDA credential or a state-awarded certificate that meets or exceeds the requirements for a CDA credential, are enrolled in a program that will lead to an associate or baccalaureate degree or, are enrolled in a CDA credential program to be completed within two years of the time of hire. Must be free of communicable diseases and have no criminal history as verified by DHS Office of Background investigation. Must have current Oklahoma drivers license and vehicle insurance.

**CLOSING DATE:** Open Until Filled

**Apply online at:** [www.bigfive.org](http://www.bigfive.org)

**Applications may be mailed to:** Big Five 1502 N. 1<sup>st</sup> Ave, Durant, OK 74701

**BIG FIVE COMMUNITY SERVICES, INC. IS AN EQUAL OPPORTUNITY  
EMPLOYER/AFFIRMATIVE ACTION EMPLOYER**