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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:** 3/18/2019

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**PROGRAM:** Head Start - NW

**POSITION(S):** Temporary Part - Time Teacher Aide/Para Professional

**LOCATION:** Enid – Park Place

**JOB SUMMARY:** Responsible for providing additional support to the Head Start Teacher where preschool children with pre-diagnosed moderate to severe disabilities are enrolled. Assists in providing a well-organized, smooth functioning classroom environment that provides appropriate positive guidance and discipline in which all children can take full advantage of the instructional program and available resource materials. Assists with supervision of children in the classroom, on the playground and with regard to transportation. Responsible for the safety 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, as well as experience working with children with disabilities is 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 ON LINE AT:** [www.bigfive.org](http://www.bigfive.org)

**Applications may be submitted by mail 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**