

# **Institute of Community Services, Inc.**

ICS, Inc. has the following position available:

## **Mary Cathey Head Start Center**

### **Special Support Assistant**

**Special Support Assistant** - High School diploma or General Education diploma (GED). Minimum of one year of related experience is preferred. Ability to work with students with various impairments, demonstrated aptitude for work to be performed, such as, but not limited to positive work ethic, well organized, strong communication skills, basic technology skills and flexibility to work with diverse students and staff.

**FOR CLASSROOM POSITIONS, NO APPLICATION WILL BE ACCEPTED WITHOUT A CERTIFIED COPY OF TRANSCRIPT**

Application may be requested beginning Thursday, June 19, 2025 through ICS Central Office or go on the ICS website: [www.ics-hs.org](http://www.ics-hs.org); download an application, insert (declaration page) and (3) character reference forms on the employment link tab under Human Resources. Office hours are from 8:00 a.m. to 4:30 p.m. Monday - Friday. The deadline for application is Monday, June 30, 2024.

#### **Salary Ranges:**

**Special Support Assistant**  
\$14.461 - \$16.172

#### **Outstanding Benefits:**

**Health Insurance** (agency pays 90%)

**Retirement** (agency pays 6% to 10%)

**Sick Leave**

**Paid Leave**

**Paid Holidays**

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