

East Missouri Action Agency, Inc.  
403 Parkway Drive, PO Box 308  
Park Hills, Missouri 63601  
A Community Action Agency.

**REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT**

DATE OF REQUEST: 10/30/2017 DEPARTMENT: Head Start

POSITION TITLE: Site-Manager PROGRAM: Cape Girardeau Head Start

**POSITION SUMMARY:**

Works with children on a daily basis to promote their cognitive, emotional, social and physical development, encourages and stimulates parent participation, assures that center staff work together as an effective team, provides support to staff, parents, children and community, promotes self-esteem in each child and his/her family.

ADVERTISE TO:  Public  Agency  Both STATUS:  Exempt  Non-Exempt

LOCATION: 1111 Linden Cape Girardeau MO. 63702

GRADE LEVEL / STEP: Grade V- Step 2 AMOUNT: \$10.67

CLASSIFICATION:  Full-time  Part-year  Temporary  Emergency

DAYS AND HOURS: Monday-Friday 7:30 am to 4:30 pm

**QUALIFICATIONS:**

Must possess one of the following Associate, Bachelor or advance degree in Early Childhood Education., Degree in a related to early childhood education with experience teaching preschool children and a State awarded certificate to teach in a preschool program. Must be able to lift 25 pounds easily.

TARGET DATE FOR EMPLOYMENT: 11/17/2017

APPLICATION PERIOD DEADLINE: 11/10/2017

**BENEFITS:**

Medical insurance, ETO and paid holidays after 90 day trial period

SUPERVISOR'S NAME: Leah Hutchings

PERSON MAKING REQUEST: Leah Hutchings

 10/31/17  Disapproved  
Program Director's Signature Date Approved Disapproved

Executive Director's Signature Date Approved Disapproved

APPLY TO:  
East Missouri Action Agency, Inc.  
Human Resource Department  
PO Box 308, 403 Parkway Drive  
Park Hills, MO 63601  
573-431-5191

Interviews will be held with leading candidates by appointment.

# EMAA Media Checklist for Job Requests

10/19/2017

Check One:

Media Release

Job Announcement

Head Start

Degreed Teacher

Cape Girardeau Head Start Center

11/3/2017

Leah Hutchings

Approved: \_\_\_\_\_ Disapproved \_\_\_\_\_

Keri McCrorey, CCAP, Executive Director

*Directions: Check off each place that should receive the press release or job announcement*

**BOLLINGER COUNTY**

- Banner Press (Wednesday Publication)
- KMHM FM 104.1 Radio

**CAPE GIRARDEAU COUNTY**

- Cape County Divison Workforce Development
- Cash-Book Journal -Wednesday Publication
- Southeast Missourian Newspaper
- CD Country 106.1 KWKZ
- KAPE, LGMO, KREZ, KYRX KCRU (NPR)
- River Radio: K103, KZIM, KEZS, KCGQ Q99FM
- KUGT 1170AM Christian Radio
- KBSI TV FOX 23
- KFVS TV 12

**CRAWFORD COUNTY**

- Steelville Star/Crawford Mirror

**DENT COUNTY**

- Salem News

**JEFFERSON COUNTY**

- The Leader Paper

**IRON COUNTY**

- Quad County Start
- The Mountain Echo

**MADISON COUNTY**

- Democrat News
- KYLS Radio Station

**PERRY COUNTY**

- KBDZ KSGM, The Sun Times Newspaper
- Perryville Newspapers, Inc (Publish Tues and Thurs)

**SCOTT COUNTY**

- Scott County Signal
- Standard Democrat

**STE. GENEVIEVE COUTNY**

- Ste. Gen Herald (Weekly/ Tues deadline)
- KBDZ/KSGM, The Sun Times Newspaper
- Ste. Gen Public TV

**STODDARD COUNTY**

- Advance North Stoddard Countian

**WASHINGTON COUNTY**

- Independent Journal (Wenesdays)
- KYRO Radio Station

**ST.FRANCOIS COUNTY**

- Career Center/Mers-Goodwill
- Daily Journal
- Farmington Press Leader
- JOB BANK: KREI, KTJJ
- KYLS, LYLA, Froggy 96

**OUT OF OUR IMMEDIATE AREA**

**DUNKLIN COUNTY**

- Daily Dunklin Democrat

**JEFFERSON CITY AREA**

- News Tribune Company

**PEMISCOT COUNTY** (Caruthersville)

- Democrat Argus

**WAYNE COUNTY**

- Wayne County Journal Banner