REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 08-22-23

POSITION TITLE: Assistant Teacher

PROGRAM: Head Start

POSITION SUMMARY: As part of the education staff, the Assistant Teacher assists staff in meeting or exceeding the overall goals of the Head Start Program to ensure smooth operations of the program by serving in different facets to meet licensing regulations. Assists in classrooms, kitchen, on the playground and on field.

ADVERTISE TO: [✓] Public  [✓] Agency  [✓] Bank  [ ] Both

STATUS: [ ] Exempt  [X] Non-Exempt

LOCATION: BOLLINGER COUNTY

GRADE LEVEL / STEP: Grade III

AMOUNT: $\ 13,47

CLASSIFICATION: [ ] Full-time  [X] Part-year  [ ] Temporary  [ ] Emergency

DAYS AND HOURS: Monday-Thursday (some Fri. when needed) 32 hours week

QUALIFICATIONS: Minimum age 18. Must possess a High School Diploma or GED. Must complete CDA process within two years of employment. Must be able to lift at least 25 pounds. Must pass an annual physical and TB test. Must attend trainings as required by Federal or State govt. and local Head Start policies. Must maintain good attendance.

TARGET DATE FOR EMPLOYMENT: 9/5/2023

APPLICATION PERIOD DEADLINE: 9/2/2023

BENEFITS: Available upon completion of successful 90 day trial period. Medical after 60 days.

SUPERVISOR’S NAME: BARB BILEK

APPLICATION: [✓] Approved  [ ] Disapproved

DENISE TEASLEY

Program Director’s Signature  8/27/03

Executive Director’s Signature  8/28/2003

APPLICATION TO:

East Missouri Action Agency, Inc.
Human Resource Department
P.O. Box308, 403 Parkway Dr.
Park Hills, MO 63601
573-431-5191

Interviews will be held with leading candidates by appointment.

EMAA is an equal opportunity/affirmative action employer.