

East Missouri Action Agency, Inc.
P.O. Box308, 403 Parkway Dr.
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 12/29/2020 DEPARTMENT: Head Start

POSITION TITLE: Assistant Teacher (2) 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 Non-Exempt

LOCATION: CAPE GIRARDEAU

GRADE LEVEL / STEP: Grade III AMOUNT: \$10.23

CLASSIFICATION: Full-time 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: 1/11/2021

APPLICATION PERIOD DEADLINE: 1/8/2021

BENEFITS: Available upon completion of successful 90 day trial period.

SUPERVISOR'S NAME: KAREN YOFFIE

PERSON MAKING REQUEST: CECILA CRAWFORD

[Signature] 12-29-2020
Program Director's Signature Date Approved Disapproved

[Signature] 12/29/2020
Executive Director's Signature Date Approved Disapproved

APPLY 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.