

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

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 9/28/2021 DEPARTMENT: Head Start

POSITION TITLE: Assistant Teacher PROGRAM: Head Start

POSITION SUMMARY: This position is responsible for providing overall classroom management, including, but not limited to: teaching, problem solving, organization and emergency procedures. Designs and implements work plan to meet children's individual needs.

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

LOCATION: Farmington Head Start

GRADE LEVEL / STEP: Grade III AMOUNT: \$12.25

CLASSIFICATION: Full-time Part-year Temporary Emergency

DAYS AND HOURS: Mon-Thur./ 32 hours week

QUALIFICATIONS: Minimum age 18 years. Must possess at a minimum an Associate in Early Childhood Education or related field and work to achieve a baccalaureate degree within three (3) years of employment. Must have experience in pre-school or Early Childhood education. Must have a valid driver's license, proof of insurance, and a reliable automobile. Must be able to lift up to 25 pounds easily and work in moderated to loud environment. Must possess good written and oral communication skills. Must pass an annual physical and TB test. Must attend trainings as required by the Federal and State Government and local Head Start policies.

TARGET DATE FOR EMPLOYMENT: 10/12/2021

APPLICATION PERIOD DEADLINE: Until position is filled

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

SUPERVISOR'S NAME: Tiffany Lachance

PERSON MAKING REQUEST: Leah Hutchings

Wendy Salawore 9-28-21
Program Director's Signature Date Approved Disapproved

Keri McHenry 9/28/2021
Executive Director's Signature Date Approved Disapproved

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

Interviews will be held with leading candidates by appointment.