

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: 6/13/2022

DEPARTMENT: Head Start

POSITION TITLE: HS Training Specialist/AC

PROGRAM: Head Start

POSITION SUMMARY: The Training Specialist serves as the HS Department's expert on training needs and resources. The Training Specialist is responsible for the development and implementation of the Department's training plan as it relates to EMAA HS staff, parents and volunteers.

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

LOCATION: Central Office

GRADE LEVEL / STEP: Grade VII

AMOUNT: Based on experience

CLASSIFICATION: Full-time Part-year Temporary Emergency

DAYS AND HOURS: Monday - Thursday; 7:30am - 5:00pm

QUALIFICATIONS: Minimum age 18 years. Must possess at least a baccalaureate or advanced degree in early childhood education or baccalaureate or advanced degree and coursework equivalent to major relating to early child education with experience teaching pre-school age children. Must pass annual physical and TB test, have valid Missouri Driver's License, proof of insurance and reliable transportation. Must attend trainings as required by program guidelines. Must be able to lift 25lbs.

TARGET DATE FOR EMPLOYMENT: 7-18-2022

APPLICATION PERIOD DEADLINE: 6/27/2022

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

SUPERVISOR'S NAME: Renee Killian

PERSON MAKING REQUEST: Renee Killian

Renee Killian 6-13-2022
Program Director's Signature Date

Approved Disapproved

Keri McCreary 6/13/2022
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.