

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

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 1/23/2023 **DEPARTMENT:** Head Start

POSITION TITLE: Head Start Department Head **PROGRAM:** Head Start

POSITION SUMMARY: The Head Start Director is Responsible for planning, directing and administering the Head Start Program. The Director plans, organizes and monitors program operations, functions, activities, services and staff. The Director is responsible for program planning, program development, program management, self-evaluation, community relations, grant writing, and collaborating with other public agencies.

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

LOCATION: Central Office- Park Hills

GRADE LEVEL / STEP: X-E **AMOUNT:** Range \$38,400- 80,000 Based on experience

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Mon-Thurs 7:30 - 5

QUALIFICATIONS: Bachelor's Degree in Early Childhood Education or a related field. Five years supervisory experience in Early Childhood field. Minimum of two years' experience in a position requiring the exercise of administrative responsibility for budget development and management personnel. Demonstrated ability to develop and maintain community relationships. Demonstrated ability to develop, coordinate, and monitor program development and delivery. Demonstrated ability to communicate effectively both orally and in writing. Demonstrated grant writing ability. Knowledge and experience in fiscal management and reporting. Must agree to travel out of the area.


TARGET DATE FOR EMPLOYMENT: 2/27/2023

APPLICATION PERIOD DEADLINE: 2/3/2023

BENEFITS: Medical, Dental, Vision, Life Insurance, Retirement, Holiday Pay, Paid vacation, sick and personal leave.

SUPERVISOR'S NAME: Keri McCrorey, Executive Director

PERSON MAKING REQUEST: Keri McCrorey

<u>Program Director's Signature</u>	<u>Date</u>	<u>Approved</u>	<u>Disapproved</u>
	<u>1/23/2023</u>	✓	
<u>Executive Director's Signature</u>	<u>Date</u>	<u>Approved</u>	<u>Disapproved</u>

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

Interviews will be held with leading candidates by appointment.