REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 8/10/2023
DEPARTMENT: Head Start

POSITION TITLE: Assistant Teacher
PROGRAM: Head Start

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: [x] Exempt [ ] Non-Exempt

LOCATION: PERRY COUNTY

GRADE LEVEL / STEP: Grade III
AMOUNT: $13.47

CLASSIFICATION: [x] 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: 9/4/2023

APPLICATION PERIOD DEADLINE: 8/24/2023

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

SUPERVISOR’S NAME: CHRISTY BUCHANAN

PERSON MAKING REQUEST: CANDICE WINICK

Program Director’s Signature
Date 8/10/2023
Approved

Executive Director’s Signature
Date 8/10/2023
Approved

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.

EMAA is an equal opportunity/affirmative action employer.