

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

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 10/4/21 DEPARTMENT: Head Start

POSITION TITLE: Site Manager PROGRAM: Head Start

POSITION SUMMARY:

Works with children on a daily basis to promote their cognitive, emotional, social and physical development, encourages and stimulates parent participation, assures that center staff work together as an effective team, provides support to staff, parents, children and community, promotes self-esteem in each child and his/her family.

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

LOCATION: Bollinger County

GRADE LEVEL / STEP: Grade VI AMOUNT: \$13,50

CLASSIFICATION: Full-time Part-year Temporary Emergency

DAYS AND HOURS: Monday - Friday; 40 hours

QUALIFICATIONS:

Must possess Bachelor or advance degree in Early Childhood Education or degree in a related to early childhood education with experience teaching preschool children and a State awarded certificate to teach in a preschool program. Must be able to lift 25 pounds easily.

TARGET DATE FOR EMPLOYMENT: 10/29/21

APPLICATION PERIOD DEADLINE: 10/15/21

BENEFITS:

Medical insurance FTO and paid holidays after 90 day trial period

SUPERVISOR'S NAME: Cecila Crawford

PERSON MAKING REQUEST: Cecila Crawford

[Signature] 10-4-2021
Program Director's Signature Date Approved Disapproved

[Signature] 10/4/2021
Executive Director's Signature Date Approved Disapproved

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

Interviews will be held with leading candidates by appointment.