

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: 6/13/2022 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: Jeannette II

GRADE LEVEL / STEP: Grade VI AMOUNT: \$13.00

CLASSIFICATION: Full-time Part-year Temporary Emergency

DAYS AND HOURS: Monday - Friday; 40 hours per week

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: 8/1/2022

APPLICATION PERIOD DEADLINE: 6/27/2022

BENEFITS:

ETO and paid holidays after 90 day trial period; medical after 60 days

SUPERVISOR'S NAME: _____

PERSON MAKING REQUEST: _____

<u><i>Rose Kelleher</i></u>	<u>6-9-2022</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Program Director's Signature	Date	Approved	Disapproved
<u><i>Keri McCrory</i></u>	<u>6/10/2022</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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.