

**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: Washington County

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: Jan Coolidge

PERSON MAKING REQUEST: Jan Coolidge

Keri Killian 6-8-2022  Approved  Disapproved  
Program Director's Signature Date

Keri McCrory 6/10/2022  Approved  Disapproved  
Executive Director's Signature Date

**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.