

EAST MISSOURI ACTION AGENCY, INC.
"A Community Action Agency"
107 Industrial Drive, PO Box N
Park Hills, Missouri 63601
"An Equal Opportunity/Affirmative Action Employer"

POSITION DESCRIPTION

1. Job Title: Site Manager
2. Grade Level:
3. FLSA Status: Non-Exempt
4. Supervisor's Position: Area Coordinator
5. Supervised Positions: Teachers, Family Advocates, Cooks, Cook Aides and Center Aides (consults with Area Coordinator but is not directly responsible for hiring, firing or discipline action.)
6. 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.
7. SPECIFIC RESPONSIBILITIES
 - A. Implements the approved curriculum and assures that each child is enabled to make maximum progress in cognitive development.
 - B. Plans and oversees the constructive use of playtime, meal times and other opportunities for child learning and social development to occur.
 - C. Coordinates the efforts of all staff members, parents and other volunteers to provide a nurturing and stimulating atmosphere for enrolled children.
 - D. Provides a safe and healthy learning environment.
 - E. Promotes physical and social-emotional development of child.
 - F. Communicates regularly with parents.
 - G. Supervises staff assigned to center to ensure EMAA/Head Start policies and procedures are adhered to.
 - H. Communicates routinely with Area Coordinator regarding the operations of the Head Start center.
 - I. Accurately maintains required forms.
 - J. Directly responsible for evaluation center of staff with input from Area Coordinator.
 - K. Early Literacy Mentor Coach responsibilities.

- L. Performs any other duties deemed necessary by program needs and requirements.
- M. Recruits families following current recruiting procedures.

8. TRAINING, EXPERIENCE AND SKILLS REQUIRED (QUALIFICATIONS)

- A. Minimum age 18.
- B. Must possess one of the following:
 - 1. Child Development Associate (CDA)
 - 2. State-awarded certificate for pre-school teachers that meets or exceeds the requirements for a Child Development Associate (CDA).
 - 3. Associate, Bachelor or advance degree in Early Childhood Education.
 - 4. Degree in a related to early childhood education with experience teaching preschool children and a State-awarded certificate to teach in a preschool program.
- C. Must pass annual physical and TB test or chest X-ray.
- D. Must have one (1) year experience in pre-school or early childhood classrooms.
- E. Must have valid driver's license, proof of insurance and reliable transportation.
- F. Must be able to stand, walk and stoop for a length of time.
- G. Must be able to lift up to 25 pounds easily.
- H. Must be able to work around moderate to loud noise.
- I. Must attend trainings as required by the Federal or State government and local Head Start policies.
- J. Must maintain professional appearance and demeanor.
- K. Must be willing and effective in decision making.
- L. Must maintain good attendance.

Employee's Signature Date

Supervisor's Signature Date

Director's Signature Date

Executive Director's Signature Date