

11/4/2018

**Position Openings—Internal & External Postings**  
**“OAI is an Equal Opportunity Employer”**

**Position Title: Substitute Classroom Aide Positions**  
**Location(s): Head Start Classroom in Gainesville, MO at the Gainesville Head Start Center.**  
**Rate of Pay: \$7.86 minimum**

Interested applicants may pick up an application and position description at any OAI location. Application can also be accessed online at [www.oaiwp.org](http://www.oaiwp.org). Position posting is open until filled; this posting will close on 11/13/2018 @ 12:30 p.m.

If interested in applying, please forward a completed employment application by the closing date listed above. Forward completed applications to:

Ozark Action, Inc.  
Attn: Personnel  
710 E. Main St.  
West Plains, MO 65775  
417-256-6147 Phone  
417-256-0333 Fax

Auxiliary aids and services are available upon request to individuals with disabilities. TDD—Missouri Relay Number is 1-800-735-2966 or dial 711 for assistance.

Sheryl Roberts: [sroberts@oaiwp.org](mailto:sroberts@oaiwp.org)  
Ruthie Lee: [rlee@oaiwp.org](mailto:rlee@oaiwp.org)

Website: [www.oaiwp.org](http://www.oaiwp.org)



### OBJECTIVES

To assist the classroom teacher in promoting social, emotional, and educational development of children and to provide support and guidance to parents and families in order to integrate classroom activities with home activities.

### EDUCATION AND EXPERIENCE

High School Diploma or G.E.D. Must be willing to enroll in college courses, attend training seminars/workshops, and watch webinars.

### SPECIFIC RESPONSIBILITIES

- Meet established child development outcomes;
- Ensure compliance with program regulations and standards;
- Provide child transportation;
- Maintain records;
- Contribute to team effort;
- Team player; promote Head Start program; develop professional and technical knowledge.