



improving lives, strengthening communities

Rocky Mountain Development Council
Position Announcement
Head Start Teacher

Rocky Mountain Development Council's Head Start Program is seeking applicants for the position of Teacher (at the Neighborhood Center), 40 hours per week, approximately 39 weeks per year. The starting salary range for this position is \$12.22 per hour plus the bargaining unit's generous benefit package: health/dental/vision/life insurance, paid holidays, sick and personal leave and retirement plan. A second salary rate (\$12.72/hour) is available based on applicants meeting the Head Start Act qualifications.

This position is the classroom manager and is responsible for planning, implementing, and coordinating all classroom activities. This position serves as a child and family resource person and is responsible for parent involvement in the classroom. The position directs and collaborates with the classroom team which may include some or all of the following: the Teacher's Assistant, Classroom Technician, Special Service Technician, service providers, Foster Grandparents, Carroll College work study students and other volunteers.

Minimum Qualifications:

Knowledge of:

- Considerable knowledge of early childhood development and developmentally appropriate practices in early childhood education.
- Various service resources in the community.
- Classroom management and team leadership.
- Range of emotional, physical development and special needs associated with early childhood development, including toileting issues.
- A variety of communication methods appropriate to early childhood.
- Human relations skills.
- State and federal policies and procedures pertaining to child abuse and neglect.

Ability to:

- Be perceptive of the needs of children. With a range of personalities, diverse backgrounds and economic and cultural differences.
- Communicate in English through verbal and written means.
- Organize and direct classroom activities.
- Keep all information on families strictly confidential.
- Lift 50 pounds.
- Occasionally provide gentle physical restraint to children.
- Be outside with children in all weather.

The above knowledge, skills and abilities are typically acquired through an Early Childhood Development Degree, an Associate Degree in Early Childhood, or a minor in Early Childhood Education, or a related degree with six appropriate college courses (2 – 3 semester credits each in child development or early childhood education focusing on children birth to age 5). Experience working with preschool children is required. Preference will be given to applicants with aforementioned degree(s) or a B.A. in a related field and a willingness to complete six early childhood courses within 2 years of hire (beginning after probationary period). Must be willing to obtain the First Aid and CPR certification and update as necessary. Current and former Early Head Start and Head Start parents must receive preference for employment vacancies for which they are qualified. MMR and Td immunizations and a tuberculosis screening/risk assessment are required prior to hiring. Must submit to a State of Montana licensing background check which includes a criminal check, Protective Services check, and a Department of Motor Vehicle check prior to hiring. If the incumbent has lived in Montana less than 5 years an out of state(s) (finger print) background check will be conducted. New employees must also complete the “*Staff Physical Exam or Health Screen Report*”, signed by their health care provider, within 30 days of hire.

Must qualify as a primary care giver per Montana day care licensing requirements. A primary care giver must be at least 18 years of age and have 2 years experience as a licensed or registered group or family day care home provider or day care center staff person or hold a bachelor of arts or an associate degree in education or a related field.

Application Process:

Applicants must submit a signed completed RMDC application, letter of interest and 3 letters of reference. Applications are available from RMDC, www.rmdc.net, and Montana Job Service Offices. Incomplete application materials will not be processed. Completed application packages must be **received by** the RMDC Human Resource Office, 200 South Cruse Avenue, Helena, MT, 59601 or P O Box 1717, Helena, 59624 no later than 5:00 PM, March 11, 2010. EEO.