



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717

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Position Announcement

Rocky Mountain Preschool Center Infant/Toddler Teacher

Rocky Mountain Development Council's Rocky Mountain Preschool is seeking applicants for an Infant/Toddler Teacher. This position is full-time. The preschool is open from 7:30 AM to 5:30 PM and work schedules may vary. The starting salary for this position is \$12.72 per hour plus Rocky's generous benefit package - health, dental, vision and life insurance; retirement plan; paid holidays, sick and vacation leave.

The Teacher is the lead worker in the classroom and is responsible for planning, implementing, and supervising all classroom activities. This position provides a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play. They organize and lead activities designed to promote physical, mental and social development, such as games, arts and crafts, music storytelling and field trips.

Minimum Qualifications:

Knowledge of:

- appropriate expectations for young children, child development and developmentally appropriate practices in early childhood education.
- state and federal policies and procedures pertaining to child abuse and neglect and adherence to these policies and procedures.
- principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Social perceptiveness – Being aware of others' reactions and understanding why they react as they do.

Ability to:

- be perceptive of the needs of children.
- work well with staff, children and families.
- follow directors and take initiative
- organize and direct classroom activities.
- keep all information on children, families, staff and volunteers strictly confidential.
- work in a fast paced work environment.
- know and exercise Universal Precautions.

The above knowledge, skills and abilities are typically acquired through a High School diploma or GED certificate. Current national Child Development Associate (CDA) credential of Associate's Degree with at least 20 semester college credits in Early Childhood Education/Child Development preferred. Also, 60 hours of approved training in the past 5 years, Current First Aid and CPR certification, Minimum of 500 hours working in an Early Childhood setting*, Annual training required for renewal: 16 hours of approved training.

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.) Must be willing to obtain the First Aid and CPR certification and be willing to keep updated as necessary. Must be willing to obtain STARS trainings and be willing to do at least 16 hours of follow up training yearly. MMR and Td immunizations and a Tuberculosis Screening/Risk Assessment are required prior to hiring.

Candidate must submit to a State of Montana licensing background check which includes a criminal check, Protective Services check, Fingerprint check, and a Department of Motor Vehicle check prior to hiring.

*Early Childhood settings are programs offering services to young children and their families including administrative and teacher/caregiving roles, or programs that conduct training or education in early childhood.

Application Process: Applicants must submit a signed completed Rocky application, resume, and letter of interest. Applications are available from Rocky, and www.rmdc.net. Incomplete application materials will not be processed. Completed application packages must be received by the Rocky Human Resource Office, 200 South Cruse Avenue, Helena, MT 59601 or P.O. Box 1717, Helena, 59624. Applications must be received no later than 4:00PM, Friday, July 19, 2019 Rocky is an EEO employer.