



**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 Teacher Assistant**

Rocky Mountain Development Council's Rocky Mountain Preschool Center is seeking applicants for a Teacher Assistant. This position is a full-time (40 hours per week) position working between the hours of 7:30 a.m. and 5:30 p.m. The starting salary for this position is \$10.39 per hour plus Rocky's generous benefit package (health, dental, vision and life insurance; retirement plan; paid holidays, sick and vacation leave.)

The Teacher Assistant assists the Teacher in developing activities for children to provide them with varied experiences and a learning environment. Assistance is given to the Teacher in carrying out goals, policies, and activities designed to implement educational objectives. The Teacher Assistant may be assigned duties based upon the program need and the incumbent's areas of expertise.

#### Minimum Qualifications:

##### Knowledge of:

- Basics of working with preschool children.
- Early Childhood Development issues.

##### Ability to:

- Relate well with children.
- Communicate effectively with children, parents and staff.
- Follow directions and take initiative.
- Develop an atmosphere of mutual trust, respect and cooperation, which fosters each individual's self-esteem.
- Adhere to STARS requirement as well as state and federal regulations pertaining to child abuse & neglect.
- Keep all information on families strictly confidential.

##### Skills to:

- Model respect to the children (listen attentively, make eye contact, treat children fairly, do not discriminate.)
- Give instructions/directions in a calm, positive warm voice;
- Provide positive discipline.
- Use effective, individualized strategies to help children gain self-control such as problem solving;

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a high school degree and one-year experience working with preschool age children. Must be willing to obtain First Aid and CPR certification and be willing to keep updated as necessary. 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, fingerprint check, Protective Services check, and a Department of Motor Vehicle check prior to hiring. Must be able to lift a 50-pound child, and work outside in all types of weather conditions.

**Application Process:** Applicants must submit a signed, completed Rocky application, resume, and letter of interest. Applications are available from Rocky and [www.rmhc.net](http://www.rmhc.net). Incomplete application materials will not be processed. Completed application packages must be submitted to the Rocky Human Resource Office, PO Box 1717, Helena, MT 59624-1717, (200 Cruse Avenue, Helena, MT 59601). This position is open until filled. Rocky is an EEO employer.

[www.rmhc.net](http://www.rmhc.net)

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Rocky Mountain Preschool Center  
Head Start

LIEAP  
Weatherization  
Energy Share  
Spirit of Service  
Area IV Agency on Aging

Meals on Wheels  
Senior Centers and Nutrition  
Foster Grandparent Program  
Senior Companion Program  
RSVP