ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
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Position Announcement
Head Start Teacher Assistant

Rocky Mountain Development Council's Head Start Program is seeking applicants for a full-time Teacher Assistant, 40 hours/week, 37.8 weeks/year. This position is available in Helena. The starting salary for this position is $10.76 per hour, plus the Head Start bargaining unit's generous benefit package (health, dental, vision and life insurance; retirement plan; paid holidays, sick & personal leave).

Teacher Assistants are responsible for assisting in carrying out goals, policies, and teaching strategies to implement educational objectives and Head Start Performance Standards. These positions assist the Head Start Teacher in providing developmentally appropriate learning experiences for children using *The Creative Curriculum for Preschool®* and other approved program curricula. The Teacher Assistant may be assigned additional duties based upon program need and the areas of expertise.

Minimum Qualifications

Knowledge of:

- Appropriate expectations for young children, child development and developmentally appropriate practices in early childhood education.
- The purpose of the Head Start program.
- The state and federal policies and procedures pertaining to child abuse and neglect.

Ability to:

- Relate well with children, families and staff.
- Follow directions and take initiative.
- Keep all information on children, families and staff strictly confidential.
- Manage the classroom in the teacher's absence.
- Communicate effectively in English, verbally and in writing.
- Lift a 20 - 60 pound child.
- Walk, bend, kneel and reach.
- Stand, sit and play with children for long periods of time.
- Conduct both indoor and outdoor activities, in both warm and cold temperatures.
- Talk, hear, and communicate with families.

The knowledge, skills and abilities required for this position are typically acquired through a combination of education and experience equivalent to a high school degree and some experience with preschool children. CDA certification is preferred.

Candidates with less than the CDA certification must complete the CDA application process within 2 years from successful completion of probationary period. A CDA must be renewed according to the Council of Professional Development's renewal requirements. Head Start staff must obtain First Aid and CPR certification and update as required.

RMDC Head Start requires all staff to be members of the Montana Early Childhood Project (MTECP), Practitioner Registry and remain in a current status. Successful candidates will receive assistance in applying to the Early Childhood Practitioner Registry. Please see www.mtecp.org for education and training requirement to maintain a current status.

www.rmdc.net
Affordable Housing
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Rocky Mountain Preschool Center
Head Start
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Spirit of Service
Area IV Agency on Aging
Meals on Wheels
Senior Centers & Dinner Clubs
Foster Grandparent Program
Senior Companion Program
RSVP

Must have a valid driver's license, clean driving record, reliable vehicle, current liability insurance, and be insurable on RMDC's motor vehicle insurance. The preferred experience for this position is:

(i) two years of experience in an early childhood program such as a licensed or registered child care facility, or Head Start, plus 32 hours of ECP training; or

(ii) level 2 or higher on the ECP Practitioner Registry.

Prior to hiring:

- current MMR and Td/Tdap (within past ten years) immunizations,
- a Tuberculosis Screening/Risk Assessment, and
- current valid Montana driver's license is required.

Prior to hiring and every five (5) years thereafter:

- an FBI and State of Montana criminal history record including fingerprint checks,
- a sex offender registry check, and
- a child protective services check.

Prior to employment and then as required by individual's Health Care Provider:

- an Employee Health Form signed by individual's Health Care Provider verifying they do not, because of communicable diseases, pose a significant risk to the health and safety of the children.

Application Process: Applicants must submit a signed completed RMDC application, resume, 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. Applications must be received no later than 4:00PM, Friday November 30, 2018 RMDC is an EEO employer.