



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 is seeking applicants for a Teacher Assistant. This position is a full-time (35-40 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 \$10.01 per hour plus RMDC'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, Protective Services check, and a Department of Motor Vehicle check prior to hiring. If candidate has lived in Montana less than 5 years an out of state(s) (fingerprint) background check will be conducted.

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

www.rmhc.net

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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 and Nutrition
Foster Grandparent Program
Senior Companion Program
RSVP