



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 Intermittent Assistant

Rocky Mountain Development Council's Head Start Program is seeking applicants for intermittent staff to work as a Teacher's Assistant. An intermittent staff member does not have a set schedule but rather works as needed (on-call). The salary for this position is \$10.75 per hour.

The Teacher's Assistant assists the Head Start Teacher in classroom activities using initiative and imagination.

Minimum Qualifications:

Knowledge of:

- Assisting children.
- The purpose of Head Start.
- Appropriate expectations for young children.
- Working with preschool children.
- Activities that are developmentally appropriate for pre-school children.

Ability to:

- Relate and work well with children, parents, and other staff members.
- Follow directions and take initiative.
- Communicate effectively and professionally with staff and parents.
- Lift 50 pounds.
- Work outside with children on a daily basis.
- Adhere to state and federal regulations pertaining to child abuse & neglect.
- Keep all information on families strictly confidential.
- Work while standing.

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.

OTHER REQUIREMENTS:

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, Release of Information, Statement of Health Form, Tuberculosis Screening/Risk Assessment, and Employee Health Form. Application packets are available from RMDC, www.rmhc.net and Montana Job Service Offices. Incomplete application materials will not be processed. Completed application packages must be received by the RMDC Head Start Office, 200 South Cruse Avenue, Helena, MT 59601 or P.O. Box 1717, Helena, 59624. Open until filled. EEO

www.rmhc.net

Affordable Housing
Homelessness Prevention
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

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

Meals on Wheels
Senior Centers & Dinner Clubs
Foster Grandparent Program
Senior Companion Program
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