



**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/Family Advocate**

Rocky Mountain Development Council's Head Start Program is seeking applicants for the position of a full time, part year (up to 43 weeks/year) Teacher/Family Advocate in Boulder, beginning for the 2019/2020 school year. The hourly rate is \$15.50 with an additional \$.50 per hour if the successful candidate meets the Head Start Act requirements, plus the Head Start bargaining unit's generous benefit package (health, dental, vision and life insurance; retirement plan; paid holidays, sick & personal leave). The successful candidate will need to be available for a weeklong training in July and expected to start full-time in August 2019.

As Teacher, this position is responsible for classroom management and for planning, implementing, and coordinating all classroom activities. This position serves as a child and family resource person and is responsible for parent involvement in the classroom. The position directs and collaborates with the classroom team, which may include some or all of the following: Teacher's Assistant, Classroom Technician, Special Service Technician, service providers, Foster Grandparents, work-study students and other volunteers.

As Family Advocate, this position assists in carrying out Family & Community Partnerships written plans by working in partnership with families to establish family goals, serving as child and family resource and referral, parent involvement and developing partnerships with community agencies.

#### **Minimum Qualifications:**

##### Knowledge of:

- early child development and developmentally appropriate practices in early childhood education,
- classroom management and team leadership,
- the range of social, emotional, cognitive, physical development and special needs associated with early childhood development,
- a variety of communication methods appropriate to early childhood,
- of human relations skills, and
- adherence to the state and federal policies and procedures pertaining to child abuse and neglect.

##### Ability to:

- be perceptive of the needs of children with a range of personalities, diverse backgrounds and economic and cultural differences,
- organize and direct classroom activities,
- know and implement the rules, requirements and policies of the organization and the Head Start Program.
- communicate effectively verbally and in writing.
- keep all information on families strictly confidential.

The Head Start Act states that teachers must meet the following educational qualifications:

- An associate degree in early childhood education;
- An associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool age children or;
- A baccalaureate degree or advanced degree in any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool age children or;
- A baccalaureate degree in any field and has been admitted into the Teach for America Program, passed a rigorous early childhood content exam, such as Praxis II, participated in a Teach for America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support Teach for America's professional staff.

Must have a valid driver's license, clean driving record, reliable vehicle, current liability insurance, and be insurable on Rocky's motor vehicle insurance.

**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.

Employee must qualify as a primary care giver per Montana childcare licensing requirements. A primary care giver must be at least 18 years of age and have the one of the following; (i) two years of experience in an early childhood program such as a day care center, a family or group day care home, Head Start, Early Head Start, or another recognized preschool program; or (ii) child development associate credential; or (iii) a bachelor of arts or an associate degree in education or a related field.

While the ideal candidate would have these qualifications, applicants with other combinations of education and work experience are encouraged to apply.

Must be willing to continue education as suggested or required by the program and attend a minimum of 23 hours of professional development per year.

Must obtain First Aid and CPR certification and maintain current certification. Occasional evening work is required. All staff must know and exercise Universal Precautions.

**Application Process:** Applicants must submit a signed completed Rocky application, resume, and letter of interest. Applications are available from Rocky, and [www.rmdc.net](http://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 12, 2019 Rocky is an EEO employer.