



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 Education Coach/Curriculum Specialist

Rocky Mountain Development Council's Head Start Program is seeking applicants for a full-time Education Coach/Curriculum Specialist 40 hours/week, approximately 44 weeks/year, and may be scheduled 16 hours per week for approximately 8 weeks in the summer. This position is available in Helena. The starting salary for this position is \$17.48 per hour, plus Rocky's generous benefit package that includes health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

The Education Coach/Curriculum Specialist promotes the school readiness of Rocky Head Start children by providing technical assistance, mentoring, and training to the education staff. The planning of children's readiness to learn involves culturally responsive, integrated service delivery of child development, disabilities, and mental health that supports learning environments to: a) enhance children's cognitive, social, emotional, and physical development and b) promote children's growth in all areas of the program's curriculum.

Minimum Qualifications

- Ability to utilize Program resources, technology and library to appropriately answer questions and provides guidance to staff and parents.
- Ability to train and provide presentations to large and small groups.
- Ability to collaborate with and have working knowledge of local community resources.
- Ability to communicate (verbal and written) effectively and appropriately with others.
- Ability to work independently as well as in a team environment.
- Sustained concentration and attention to detail and accuracy.
- Ability to prioritize and manage work load and deadlines.
- Excellent diagnostic and problem solving skills.
- Ability to meet the varied coaching needs of all classroom education staff.
- Ability to work with culturally diverse populations.

The above knowledge, skills and abilities required to perform this position are acquired through a BA or advanced degree in Early Childhood Education with experience in program administration, to include planning, budgeting and staff supervision or a BS or advanced degree and coursework equivalent to a major relating to early childhood education. Experience teaching preschool age children is preferred along with experience in program administration. Working knowledge and experience with *The Creative Curriculum® for Preschool* and adult learning styles is desired.

Rocky 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.

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

Employee must qualify as a primary care giver per Montana day care licensing requirements. A primary care giver must be at least 18 years of age and have 2 years' experience as a licensed or registered group or family day care home provider or day care center staff person or hold a bachelor of arts or an associate degree in education or a related field. Head Start education staff are required to attend a minimum of 15 hours of professional development per year.

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 Rocky application, resume, and letter of interest. Applications are available from Rocky, and www.rmhc.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.