



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

Position Announcement
Head Start Permanent Substitute

Rocky Mountain Development Council's Head Start Program is seeking applicants for the position of full-time Permanent Substitute. This position is 30-40 hours/week, approximately 41 weeks/year. Occasional evening work is required. The starting salary for this position is \$12.00 per hour plus the Head Start bargaining unit's benefit package (health, dental, vision and life insurance; retirement plan; paid holidays, sick & personal leave).

The Permanent Substitute position substitutes in all classroom environments providing assistance in carrying out goals, policies, and teaching strategies designed to implement educational objectives and Head Start Performance Standards. The permanent substitute is assigned duties based upon the program need: substituting in the classroom for an absent staff member, providing classroom support while staff members prepare for lessons, completing materials preparation for staff members, and providing childcare during Head Start evening events.

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.
- and adherence to, State and federal policies and procedures pertaining to child abuse and neglect.

Ability to:

- be flexible in terms of taking whatever role is needed in individual classrooms.
- take initiative.
- relate well with children and work well with staff and parents.
- follow directions.
- keep all information on families strictly confidential.
- communicate effectively with children and staff.
- Lift a 20 – 60 pound child.
- Walk, bend, kneel and reach.
- Stand, set 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.

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. 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 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. This position is open until filled. Rocky is an EEO employer.