



## 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's Assistant in Whitehall

Rocky Mountain Development Council's Head Start Program is seeking applicants for a Teacher's Assistant in Whitehall, 30 hours/week, 37.8 weeks/year. In addition, this position requires four (4) days of training each year in the summer and additional trainings throughout the year as determined by Rocky Head Start. These trainings take place in Helena and are mandatory. These trainings are generally held once per month, but can be more frequent. The starting salary is \$10.76 per hour, plus the Head Start bargaining unit's generous benefit package (health, dental, vision and life insurance; retirement plan; paid holidays, sick & personal leave).

This position is responsible for assisting the Teacher in implementing, and coordinating all classroom activities. The position assists and collaborates with the classroom team which may include some or all of the following: the Teacher, Classroom Technician, service providers, Foster Grandparents, work study students and other volunteers. The Teacher's Assistant may be assigned additional duties based on program need and areas of expertise.

#### **Minimum Qualifications:**

**Primary Care Giver:** It is preferred that the employee qualify as a "Primary Care Giver" per Montana State Child Care Licensing Program. 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.

#### **Knowledge of:**

- Appropriate expectations for young children, child development and developmentally appropriate practices in early childhood education.
- The purpose of the Head Start program.
- The state and federal policies and procedures pertaining to child abuse and neglect.

#### **Ability to:**

- Relate well with children, families and staff.
- Follow directions and take initiative.
- Keep all information on children, families and staff strictly confidential.
- Manage the classroom in the teacher's absence.
- Communicate effectively in English, verbally and in writing.
- Lift a 20 - 60 pound child.
- Walk, bend, kneel and reach.
- Stand, sit 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. Head Start staff is required to attend not less than 8 hours of professional development per year according to the Montana State Child Care Licensing Program standards.

RMDC Head Start requires all staff to be members of the Montana Early Childhood Project (MTECP), Practitioner Registry. Successful candidates will receive assistance in applying to the Early Childhood Practitioner Registry. Please see [www.mtecp.org](http://www.mtecp.org) for information regarding education and training requirements to maintain a current status on the Practitioner Registry.

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

**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 communicable diseases, pose a significant risk to the health and safety of the children.

**Application Process:** Applicants must submit a signed completed RMDC application, resume, letter of interest and 3 letters of reference. Applications are available from RMDC, [www.rmdc.net](http://www.rmdc.net) and Montana Job Service Offices. Incomplete application materials will not be processed. Completed application packages must be received by the RMDC Human Resource Office, 200 South Cruse Avenue, Helena, MT 59601 or P.O. Box 1717, Helena, 59624. This position is open until filled. EEO