



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 Teacher Assistant**

Rocky Mountain Development Council's Head Start Program is seeking applicants for a Teacher Assistant, 30-40 hours/week, approximately 42 weeks/year. This position is located in Helena. The starting salary is \$17.33 or \$18.50 per hour. The higher rate is based on the achievement of a current CDA and/or an Associate's Degree or above. Teacher Assistants may need to demonstrate flexibility with work schedules and other Head Start workplace expectations.

At Rocky, the wage is just part of your total compensation. Rocky's generous benefit package includes health, dental, vision, and life insurance, hearing aid benefits, Health Savings Accounts and Flexible Spending Accounts, Wellness Health Screenings, Retirement, 401K plan, and an Employee Assistance Program. We also offer 11-12 paid holidays per year, sick and vacation leave equaling 5 weeks in the first year! Retirement contributions begin after one year of employment and a 401k option is available upon hire (based on age).

Teacher Assistants are responsible for assisting in carrying out goals, policies, and teaching strategies to implement educational objectives and Head Start Performance Standards. These positions assist the Head Start Teacher in providing developmentally appropriate learning experiences for children using *The Creative Curriculum for Preschool*® and other approved program curricula. The Teacher Assistant may be assigned additional duties based upon program need and the areas of expertise.

Minimum Qualifications

Ability to qualify as an Early Childhood Assistant Teacher as defined by both Montana Child Care Licensing and the Head Start Act is preferred.

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. Rocky Head Start requires all staff to become 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.

Prior to hiring:

- Td/Tdap (within past ten years) and MMR immunizations,
- a Tuberculosis Screening/Risk Assessment, and

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. EEO