



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

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Position Announcement
Education Coordinator- Supervisor

Rocky Mountain Development Council's Head Start Program is seeking applicants for the position of a full-time Education Coordinator-Supervisor 40 hours/week, approximately 44 weeks/year, and may be scheduled 16 hours per week for approximately 8 weeks in the summer. The starting salary for this position is \$18.90 per hour, plus Rocky's generous benefit package: health/dental/ vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

Under the supervision and direction of the Program Operations Manager, the Education Coordinator-Supervisor promotes the school readiness of Rocky Head Start children by providing technical assistance, mentoring, and training to the staff and organization. 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.

The focus of this position is supervising and appraising/evaluating classroom staff to ensure the school readiness of Rocky Head Start children in all areas of development. This position is the referral source for individual and/or staff needs that warrant intervention by the program's Education Coordinator-Coach. This position will use a tiered approach to supervision; the amount of ongoing supervision will depend on the knowledge, skills, and abilities of classroom education staff. This position will work in partnership with the other Education Coordinator-Supervisor, Education Coordinator-Coach and the Program Operations Manager.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to utilize agency 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 related to disability services.
- 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 needs of all children specifically those with special needs, challenging behaviors, at risk, gifted and culturally diverse populations.
- Ability to understand and assist staff in obtaining required education and experience; i.e. CDA.
- Ability to obtain a working knowledge of adult learning styles and staff assessments, such as CLASS™ (*Classroom Assessment Scoring System*) and ECERS (*Early Childhood Environment Rating Scale*).

EDUCATION AND EXPERIENCE:

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, with experience teaching preschool age children and the experience in program administration.

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.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.