



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 Permanent Substitute – Teacher

Do you love working with young children? Want a job where you can make a real difference, build meaningful relationships, and still have great benefits and time off? Rocky Mountain Development Council's Head Start Program is looking for a Permanent Substitute to join our team for the 26-27 school year. This position is located in the Helena area and is typically 35 hours a week. It follows a mid-August through mid-June schedule, does not require reapplication each fall, and includes continued health insurance benefits during the summer break.

Starting Pay:

- \$22.45/hour or
- \$24.00/hour if meeting the Head Start Act requirements

Why Work at Rocky?

At Rocky, we know a paycheck is only part of the picture. We offer a strong benefits package designed to support you both at work and at home, including:

- Health, dental, vision, and life insurance
- Health Savings Accounts (HSA) or Flexible Spending Accounts (FSA) options
- Employee Assistance Program (EAP)
- 401(k) option available upon hire (age-based eligibility)
- Retirement contributions after one year
- 11–12 paid holidays each year
- Sick leave and vacation leave

What You'll Do:

Permanent Substitutes help create a safe, engaging, and supportive classroom environment for preschool children. 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, assisting with clerical duties in the Head Start office, and providing childcare during Head Start evening events.

Responsibilities include:

- Leading classroom activities and daily routines
- Assisting with educational goals and learning plans
- Building positive relationships with children and families
- Managing the classroom
- Maintaining confidentiality and professionalism

What We're Looking For

Preferred qualifications include eligibility as an Early Childhood Lead Teacher under Montana Child Care Licensing and the Head Start Act.

Ideal candidates will:

- Enjoy working with young children and families
- Be dependable, flexible, and positive
- Communicate effectively in English, both verbally and in writing
- Be able to lift and actively engage with children throughout the day

The Head Start Act states that Teachers must meet the following educational qualifications:

- An associate degree in early childhood education;
- An associate degree in a related field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool age children or;
- A baccalaureate degree or advanced degree in any field and coursework equivalent to a major relating to early childhood education, with experience teaching preschool age children or;
- A baccalaureate degree in any field and has been admitted into the Teach for America Program, passed a rigorous early childhood content exam, such as Praxis II, participated in a Teach for America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support Teach for America's professional staff.

If an employee is hired and is determined to not meet the educational qualifications listed above, they must have a minimum of a Child Development Associates (CDA) and be willing to meet program requirements within three (3) years of hire. Need for professional development and further coursework will be determined through a Professional Development Plan designated by the position's supervisor.

Rocky Head Start, in working with the Montana Early Childhood Project (MTECP), has determined teachers who are at a Level 6 or above on the Montana Early Childhood Project (MTECP) Practitioner Registry meet the requirements of the Head Start Act of 2007. Please see www.mtecp.org

Background Checks Required

Prior to employment and every five years thereafter:

- FBI and Montana criminal history check with fingerprints
- Sex offender registry check
- Child Protective Services check

How to Apply:

Apply by submitting a completed Rocky Application online at <https://www.rmdc.net/who-we-are/careers.html> or send the required application materials to:

Rocky Human Resource Office
P.O. Box 1717
(200 S. Cruse Ave.)
Helena, MT 59624

Position open until filled, incomplete applications will not be considered. Rocky is an Equal Opportunity Employer.