



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717

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Position Announcement

Temporary Head Start Teacher Assistant

Rocky Mountain Development Council's Head Start Program is seeking applicants for a Temporary Teacher Assistant, 40 hours/week, for the remainder of the 2025-2026 school year. The starting salary is \$17.69 or \$18.89 per hour. The higher rate is based on the achievement of a current CDA and/or an Associate's Degree or above. This position is located in Helena and has the potential to become a permanent position in the 26-27 school year.

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. 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.

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.

Application Process: Applicants must submit a signed completed Rocky application. Applications are available from Rocky, and www.rmdc.net. Incomplete application materials will not be processed. Completed applications 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

www.rmdc.net

Affordable Housing
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

Energy Services
Rocky's Agency on Aging
Meals on Wheels

Senior Centers and Nutrition
Foster Grandparent Program
Senior Companion Program
Retired Seniors and Volunteer Program