



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 Intermittent Assistant

Rocky Mountain Development Council's Head Start Program is seeking applicants for intermittent staff to work as a Teacher's Assistant. An intermittent staff member does not have a set schedule but rather works as needed (on-call). The salary for this position is \$17.33 or \$18.50 per hour. The higher rate is based on qualifications in meeting the Head Start Act. The Teacher's Assistant assists the Teacher in classroom activities using initiative and imagination.

Minimum Qualifications:

Knowledge of:

- Assisting children.
- The purpose of Head Start.
- Appropriate expectations for young children.
- Working with preschool children.
- Activities that are developmentally appropriate for pre-school children.

Ability to:

- Relate and work well with children, parents, and other staff members.
- Follow directions and take initiative.
- Communicate effectively and professionally with staff and parents.
- Lift 60 pounds.
- Work outside with children on a daily basis.
- Adhere to state and federal regulations pertaining to child abuse & neglect.
- Keep all information on families strictly confidential.
- Work while standing.

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.

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

Must have a reliable vehicle with current driver's license and be approved as a driver by Rocky's insurance carrier as outlined in Rocky's Driving and Vehicle Usage Policy. Occasional travel in hazardous weather conditions may be required.

Application Process: Applicants must submit a signed and completed Rocky application. Applications are available from Rocky and www.rmhc.net. Incomplete applications 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, MT 59624. This position is open until filled. EEO

www.rmhc.net

Affordable Housing
Home Buyer Education
Rocky Mountain Preschool Center
Head Start

LIEAP
Weatherization
Energy Share
Spirit of Service
Area IV Agency on Aging

Meals on Wheels
Senior Centers and Nutrition
Foster Grandparent Program
Senior Companion Program
RSVP