



**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 Assistant**

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:**

- \$18.17/hour or
- \$19.40/hour with a current CDA and/or Associate's Degree or higher

**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:**

- Supporting classroom activities and daily routines
- Assisting with educational goals and learning plans
- Building positive relationships with children and families
- Helping manage the classroom when needed
- Maintaining confidentiality and professionalism

**What We're Looking For**

Preferred qualifications include eligibility as an Early Childhood Assistant 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
- Have a high school diploma (or equivalent) and some preschool experience

CDA certification is preferred. Candidates without a CDA must begin the CDA process within two years after successfully completing probation. First Aid/CPR certification is required, and support is provided for Early Childhood Practitioner Registry enrollment.

**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.