



APPLICATION COVER SHEET

Job Title: Primary Caregiver

Wage: \$13.18

Hours: 20-40 per week, 40 weeks per year

APPLICATION DEADLINE: 5:00pm, Tuesday, September 26th, 2017

PLEASE PROVIDE

1. COVER LETTER
2. RESUME
3. COMPLETED APPLICATION COVER SHEET
4. COMPLETED AND SIGNED DISTRICT 4 HRDC EMPLOYMENT APPLICATION
5. SIGNED DISTRICT 4 HRDC JOB DESCRIPTION

POSITION SUMMARY: Plan, implement, and supervise all extended care educational activities for enrolled children. Ensure compliance with and maintain Child Care Licensing standards and state standards according to the Quality Improvement Rating Scale (QRIS). General cleaning of classroom and facilities. Varied work schedule to include split shifts.

MAJOR RESPONSIBILITIES:

1. Apply professional principles and judgment to provide a learning environment that promotes school readiness and is aligned with program school readiness goals and Montana Early Learning Standards (MELS)
2. Implement the Individual Education Plan (IEP) in order to provide for the special needs of children with disabilities in an inclusive environment.
3. Apply professional principles and judgment and advanced trouble shooting analysis to guide children's behavior using positive discipline techniques
4. Provide supportive guidance to parents helping them enhance the social, emotional, cognitive and physical growth of their children.
5. Apply professional principles and judgment to assist families in developing activities for their children that are consistent with program goals and objectives.
6. Must receive at least 16 hours of professional development per year to comply with Child Care Licensing regulations.
7. Custodial duties to include:
 - Disinfect toilets and sinks
 - Sweep, vacuum, and mop classroom floor
 - Empty garbage and trash
 - Clean all spills on floors and walls
 - Clean tables, chairs, and counters
 - Clean and sanitize toys

ADDITIONAL RESPONSIBILITIES:

1. Supervise and provide ongoing training to classroom assistant and classroom volunteers.
2. Prepare meals and snacks as needed
3. Track attendance and meals and submit reports to Licensing Administrator weekly
4. Schedule aides to ensure staff: child ratio is met at all times.
5. Help in other areas such as kitchen, transportation, etc. as needed.
6. Promote a team approach environment in the classroom so children develop a warm relationship with both the teacher and teacher assistant.
7. Other duties as assigned by Supervisor

MINIMUM QUALIFICATIONS:

- Be at least 18 years old with a High School Diploma or High School Equivalency, and possess a Preschool Child Development Associate Credential (CDA) or equivalent.
- Six months experience in an Early Childhood Education setting

ADDITIONAL INFORMATION –

1. *We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*
2. *Current District 4 HRDC Early Head Start and Head Start Parents, current Clients and Volunteers, will receive an interview for employment vacancies for which they are qualified. (Please note on additional information section of application, if this pertains to you).*
3. *Occasional travel for trainings may be required.*
4. **EXCELLENT BENEFITS ARE PROVIDED BY HRDC.**
5. *Background Check required before applicant is hired.*
6. *Please complete the application by typing or printing in ink. This application is valid only for the job detailed above. Future job openings will require a new application.*
7. *Application will be rejected if incomplete or unsigned.*

PLEASE ANSWER THE FOLLOWING QUESTION

1. **From the Job Description for a Primary Caregiver please tell us what experience you have had that qualifies you for this position.**

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