

APPLICATION COVER SHEET

Job Title: Early Head Start Home Based Teacher

Wage: Level I - \$12.96, Level II- \$13.58, Level III - \$17.00

Hours: 35-40 per week, 52 weeks per year

APPLICATION DEADLINE: 5:00pm, Tuesday, March 27th, 2018

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 Head Start or Early Head Start classroom/home base educational activities for enrolled children. Ensure compliance with Head Start Performance Standards and the Head Start Act.

SPECIAL INFORMATION: Preference will be given to in-house applicants.

Competencies:

1. Qualify to work in a child care center by DPHHS-QAD Child Care Licensing upon submission of all required documentation.
2. Possess valid Montana driver's license, vehicle liability insurance, have a good driving record and willingness to use own vehicle as needed in the performance of job duties.
3. Documentation of baseline TB test or ability to obtain within 30 days.
4. Possess current Infant, Child, and Adult CPR and First Aid certificates or obtain certification at the first available opportunity.
5. Satisfactory criminal background check and Child Protective Services background check.

Primary duties & responsibilities:

1. Carry out goals, policies, and activities designed to implement educational objectives according to applicable regulations.
2. Provide quality care to promote healthy attachments and develop activities to provide infants and toddlers with varied experiences and a positive learning environment.
3. Guide infants' and toddlers' behavior using positive discipline techniques.
4. Implement parent involvement in educational activities of the program to enhance their role as the child's first teacher.

MINIMUM QUALIFICATIONS:

Center-Based Infant-Toddler Teacher Level I*:

- Be at least 18 years old, and have a High School Diploma or GED and Infant-Toddler Child Development Associate Credential (CDA) or equivalent of an Infant/Toddler CDA credential **AND** possess a state-awarded Infant/toddler certificate.

Center-Based Infant-Toddler teacher Level II*:

- An AAS, BA/BS or advanced degree in Early Childhood Education or Child Development

- **OR** An AA, BA/BS or advanced degree in a related field with training or coursework in infant and toddler content, and who has, within the last 5 years, completed a minimum of 120 hours of formal early childhood education training covering the growth and development of children ages birth to 3 years, and who has at least 480 hours of professional experience working in a group setting with children ages birth to three years.

* Qualifications will be determined upon review of official academic transcripts and other valid documentation of experience and education.

SPECIAL 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 EHS Center Based Teacher please tell us what experience you have had that qualifies you for this position.**
