



## APPLICATION COVER SHEET

**Job Title:** Adult Basic Literacy Education Teacher Assistant

**Wage:** \$12.20 per hour

**Hours:** 20-40 hours per week (52 weeks per year)

**APPLICATION DEADLINE:** 5:00pm, Monday, December 11th, 2017

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### PLEASE PROVIDE

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

### PRIMARY DUTIES AND RESPONSIBILITIES-

1. Assist director in carrying out goals, policies, and activities designed to implement educational objectives according to applicable regulations. (WIOA, TANF-Pathways, OPI, and ABLE)
2. Assist in Administering TABE and diagnostic tests to determine students' achievement levels, strengths, and weaknesses.
3. Assist individuals in making realistic assessments of their ability and help establish educational and occupational goals in keeping with their abilities.
4. Ensure that the classroom space, materials, supplies and equipment are ordered, maintained and updated as necessary.
5. Provide appropriate and relevant instruction to individuals and small groups.
6. Develop participant's access to services to ensure appropriate delivery of services.
7. Perform case noting, reporting, and other such services as mandated by the contractual agreements with partners.
8. Attend regular staff meetings, in-service training, and other meetings as assigned.
9. Create and distribute promotional material.
10. Maintain a clean, tidy and highly trafficked classroom.

### MINIMUM QUALIFICATIONS-

1. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
2. Must be 18 years or older
3. High School Diploma or High School Equivalency (GED or HSE)
4. 1 year of experience in an educational setting.
5. Preferred 2 years of successful college education, not required.
6. Preferred current Montana Teaching Certificate in applicable area, not required.

***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).***

***Occasional travel for trainings may be required. EXCELLENT BENEFITS ARE PROVIDED BY HRDC. Application will be rejected if incomplete or unsigned.***

