

# DISTRICT **4** HUMAN RESOURCES DEVELOPMENT COUNCIL



2229 FIFTH AVE., HAVRE, MT 59501  
PHONE: (406) 265-6743 FAX: (406) 265-1312

## APPLICATION COVER SHEET

**Job Title:** NMCDC Education Assistant

**Wage:** \$12.08 per hour

**Hours:** 30 hours per week, 52 weeks per year

**Application Deadline:** 5:00 p.m., Monday, April 30<sup>th</sup>, 2018

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### PLEASE PROVIDE

1. COVER LETTER
2. RESUME
3. SIGNED JOB DESCRIPTION
4. COMPLETED HRDC 4 APPLICATION TO INCLUDE APPLICATION COVER SHEET

### MAJOR RESPONSIBILITIES:

#### Education Assistant:

1. Makes available the supplies and equipment needed to carry out the educational objectives of the classrooms by:
  - Shopping weekly for supplies, Head Start or Early Head Start classrooms as well as program and agency items as needed.
  - Pay high attention to detail on an occasional basis to:
    - Document purchases to the correct account.
    - Maintain an inventory of consumable supplies
    - Maintain individual classroom supply and food accounts
  - Ensure education storage areas are clean and organized.
2. Communication with Parents;
  - Assist with parent orientation
  - Research, gather and send home developmentally appropriate activities and information to parents in the monthly newsletters.
  - Assist teachers in submitting articles for newsletters
  - Inform families of school happenings
3. Supporting Education Focus Area;
  - Check in daily with classrooms to ensure compliance with staff to child ratio regulations,
  - Pay high attention to detail on an intermittent basis to gather and document attendance data
  - Pay high attention to detail on an intermittent basis to prepare outcomes report by entering child assessment data (LAP or E-LAP) into computer program then running report for Ed manager. Collect and display children's art work at the fair.
  - Assist in the classroom as necessary

- Communicate information to and from Education Staff
  - Gather materials and set up for training and meetings
  - Draft letters and memos as requested
  - Other duties as assigned by supervisor
4. Assist in meeting Child Care Licensing regulations
    - Monitor and track staffing requirements and assist staff in meeting QAD licensing qualifications such as:
      - Training
      - Immunizations
      - Background checks
      - Health checks
      - First Aid/CPR
    - Assist in gathering materials for licensing renewal
    - Assist in administering the state Quality Improvement Rating System (QIRS), known as STARS, program under direction of supervisor. To include:
      - STARS initial application and yearly renewal
      - Monitoring staff qualifications and training.
      - Scheduling training as needed.
      - Mini grant applications when available
  5. Assist families in applying for Best Beginning Child Care Scholarships
  6. Pay high attention to detail on an intermittent basis to submit monthly Best Beginning Child Care Scholarship (BBCCS) vouchers and track payments.
  7. Track BBCCS eligibility of participating families.
  8. Must receive at least 16 hours of professional development per year.

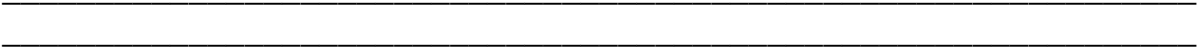
#### **MINIMUM QUALIFICATIONS:**

1. Be at least 18 years old, and have a High School Diploma or High School Equivalency.
2. Have a Child Development Associate Credential (CDA) **OR** equivalent of a CDA credential or must obtain within one year.\*
3. Six months experience in the Early Childhood field.
4. Complete Adult Learning 1 and 2 when offered.\*
5. 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.
6. Must become proficient in computer software used to track child assessments, submit BBCCS vouchers electronically, and administer STARS program, etc., within six months of hire.
7. Must have good computer skills and be willing to learn job related computer programs.
8. \*NMCDC will pay training fees for staff to meet these requirements.

**APPLICATION DEADLINE:** Monday, April 30, 2018 at 5:00pm

*We are an Equal Opportunity Employer/Program, and auxiliary aids and services are provided for individuals with disabilities.*





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