



2229 Fifth Ave., Havre, MT 59501
phone: (406) 265 -6743 fax: (406) 265 -1312

APPLICATION COVER SHEET

Job Title: NMCDC Head Start Education Assistant

Wage: \$15.09

Hours: 40 hours per week (52 weeks per year)

Application Deadline: 5:00pm, Wednesday, October 11th, 2023

PLEASE PROVIDE

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

POSITION SUMMARY: To assist the Education Managers in all aspects of classroom education, literacy, Child Care Licensing and other program requirements. Supporting families transitioning from Early Head Start to Head Start and Head Start to Kindergarten.

MAJOR RESPONSIBILITIES:

Education Assistant:

- 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.
- 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
- 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
- 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
- Assist families in applying for Best Beginning Child Care Scholarships
- Pay high attention to detail on an intermittent basis to submit monthly Best Beginning Child Care Scholarship (BBCCS) vouchers and track payments.
- Track BBCCS eligibility of participating families.
- Must receive at least 16 hours of professional development per year.

ADDITIONAL RESPONSIBILITIES:

1. Help in other areas such as classroom, kitchen, transportation, custodial, etc. as needed.
2. Other duties as assigned by supervisor.

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. *NMDCDC will pay training fees for staff to meet these requirements.

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.***

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

TITLE: Education Assistant	SUPERVISOR: Education/Disability Manager or Education/Mental Health Manager
PROBATIONARY PERIOD: 1 year	SUPERVISES: None
EMPLOYMENT HOURS: Head Start 40 hours per week school year/Early Head Start 30 hours per week year-round	WEEKS PER YEAR: 40 - 52
GRADE: 11	STARTING WAGE: \$15.09
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4. Assist in meeting Child Care Licensing regulations
 - Monitor and track staffing requirements and assist staff in meeting QAD licensing qualifications such as:
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- 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 (BCCS) vouchers and track payments.
 7. Track BCCS eligibility of participating families.
 8. Must receive at least 16 hours of professional development per year.

Transition:

Early Head Start

1. Liaison between schools and parents
2. Liaison between Early Head Start and Head Start.
3. Work with all program managers to carry out transition activities
4. Review and revise transition policies as needed.
5. Inform EHS teachers when child reaches 30 months of age so they can begin the transition process.

Head Start

1. Liaison between schools and parents
2. Liaison between Head Start and public school.
3. Work with all program managers to carry out transition activities
4. Review and revise transition policies as needed.
5. Provide supportive guidance to parents during their child's transition process Head Start to public school
6. Plan, schedule, and facilitate transition training and activities for current Head Start families.

ADDITIONAL RESPONSIBILITIES:

1. Help in other areas such as classroom, kitchen, transportation, custodial, etc. as needed.
2. Other duties as assigned by supervisor.

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 BCCS 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.

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Qualify to work in a child care center by DPHHS-QAD Child Care Licensing upon submission of all required documentation.
 - a. Current immunizations
 - i. MMR
 - ii. TDap
 - b. Satisfactory state and federal criminal background check, Child Protective Services Check, Sex offender registry check, and driving check.
 - c. Possess First Aid/CPR/AED certificate or obtain at earliest opportunity
2. Must obtain a physical exam that clears applicant of all communicable diseases as soon as possible.
3. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client's advocate; and always display integrity, honest interaction, and professional excellence.
4. Willingness to use own vehicle as needed in the performance of job duties.
5. Pay high attention to detail on an occasional basis to ensure the safety of children at all times.
6. Ability to work independently, take initiative and problem solve using generally prescribed procedures.
7. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders.
8. Must be able to maintain confidentiality concerning staff and clients.
9. Must be able to work positively with preschool children.
10. Able and willing to work with children and adults in a flexible schedule that may include some evening and weekend hours.
11. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Requires significant physical effort to lift and carry between 5 and 60 pounds on an occasional basis.
2. Required to participate in all children's activities such as crawling or playing on the floor, walking, running, skipping, jumping, and climbing inside the classrooms and in the outside play area on an occasional basis.
3. Required to sit in/at furniture designed to place staff at the child's level for extended periods of time on an occasional basis.
4. Able to carry out visits in enrolled family's homes that may not be ADA compliant or accessible.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL



**2229 5TH AVENUE
HAYRE, MONTANA 59501
(406) 265-6743**

WEBSITE: www.hrdc4.org

“This institution is an Equal Opportunity Provider and Employer”

PERSONAL INFORMATION

Date _____

Name _____ Phone _____
(Last) (First) (Middle)

Present Address _____
(Street) (City) (State) (Zip)

Do you have a current Driver's License? Yes No Are you insurable? Yes No

Do you have proof of the required Liability Insurance on your vehicle? Yes No

EMPLOYMENT DESIRED

Position _____

Date you can start _____ Salary Desired _____

Are you employed now? Yes No If so, may we inquire of your present employer? Yes No

Have you ever applied to this agency before? Yes No

Where? _____ When? _____

EDUCATION

	Name and location Of school	Grade Completed	Area of Study
Grammar School	_____	_____	_____
High School	_____	_____	_____
College	_____	_____	_____
Trade/Business	_____	_____	_____
Corres. Courses	_____	_____	_____

FORMER EMPLOYERS (List below last four employers, starting with the current one.)

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____
Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____
Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____
Salary _____ Reason for Leaving _____

Date Employed From _____ To _____ Phone _____
Employer _____ Location _____
Supervisor _____ Position _____
Duties _____
Salary _____ Reason for Leaving _____

STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US IN CONSIDERING YOUR APPLICATION (i.e., if you are applying for a position dealing with children, comments could be made concerning preschool experience or parenting experience. We welcome your volunteer experiences.)

We are committed to making reasonable accommodation to any known disability that may interfere with an applicant's ability to compete in the application and interview process. If you would like us to consider any such accommodation, please attach a separate sheet of paper with the description of the desired accommodation.

I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

I authorize investigation of all statements contained herein and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release all parties from liability for any damage that may result from furnishing same to you.

Signature

Date

Applicant Data Record

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Information on this form will not be used or seen by the selection committee and is solely to help us comply with government record keeping, reporting and other legal requirements. Please fill out the Data Record.

This Data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

Date _____

Position(s)/Program Applied for _____

Birthdate _____ Male Female

Referral Source (Please check one)

Newspaper Job Service Friend
 HRDC Website Other (please specify) _____

Check one of the following

Race/Ethnic Group

Caucasian Native American/Alaskan Native African American
 Asian/Pacific Islander Hispanic

Check if any of the following are applicable

Veteran Disabled Veteran Handicapped Individual