



## APPLICATION COVER SHEET

**Job Title:** Head Start Teacher Assistant

**Wage:** Level I \$15.09 – Level II \$15.74

**Hours:** 40 per week, 40 to 52 weeks per year

**APPLICATION DEADLINE:** 5:00 pm, Wednesday, November 22, 2023

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### 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:** Assist NMCDC teachers with all aspects of education and care, including, but not limited to; planning, implementing, and supervising all classroom educational activities for children ages 0-5. Assisting with routine care giving tasks such as feeding and diapering; and regular cleaning tasks such as disinfecting toys. Prepare environment for planned activities.

### MAJOR RESPONSIBILITIES:

1. Assist teacher in carrying out goals, policies, and activities designed to implement educational objectives according to applicable regulations. Such as Head Start Program Performance Standards, Head Start ACT, CLASS, School Readiness Goals, Head Start Early Learning Outcomes Framework, etc.
2. Use feedback from the Classroom Assessment Scoring System (CLASS) observation to foster self-improvement and learning in order to promote effective, engaging interactions with children.
3. Apply professional principles and judgment to provide a learning environment that promotes school readiness and is aligned with program school readiness goals and the Head Start Early Learning Outcome Framework (ELOF).
4. Apply professional principles and judgment and advanced trouble shooting analysis to guide children's behavior using positive discipline techniques under guidance of the teacher.
5. Assist teacher in implementing parent involvement in educational activities of the program to enhance their role as the child's first teacher.
6. Discuss with teacher the daily lesson plans and gather supplies, equipment, and materials to set up environment and activities.
7. Assisting with routine care giving tasks such as feeding, diapering, wiping noses, dressing, etc.
8. Clean and disinfect toys and equipment weekly or more often as needed.
9. Change out toys and equipment as needed under guidance of teacher.
10. Must receive at least 15 hours of professional development per year.

### ADDITIONAL RESPONSIBILITIES:

1. Assume teacher role in his/her absence.
2. Help in other areas such as teacher, kitchen, transportation, etc. as needed.

3. Assist teacher in documentation of child's progress towards established goals and maintenance of classroom records.
4. Participate in parent/teacher conferences and home visits as requested by teachers.
5. Assist teacher in coordination with other focus areas (health, administration, family involvement) to implement program goals.
6. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

**1. Teacher Assistant Level I\*:**

- Must be 18 years old or older
- High School diploma or high school equivalent (GED or HSE)
- Must complete a child development associate credential program within 2 years.
  - i. **HS Teacher Assistant specific:** Preschool CDA
  - ii. **EHS Teacher Assistant specific:** Infant Toddler CDA

**2. Teacher Assistant Level II\*:**

- Must be 18 years old or older
- High School diploma or High School Equivalency
- Six months experience in an Early Childhood Education setting
- **Head Start Teacher Assistant specific** --Preschool Child Development Associate Credential (CDA) or equivalent of Preschool CDA
- **Early Head Start Teacher Assistant specific** - Infant Toddler Child Development Associate Credential (CDA) or equivalent of Infant Toddler CDA

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

**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 HS Teacher Assistant please tell us what experience you have had that qualifies you for this position.**

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**DISTRICT IV HUMAN RESOURCE DEVELOPMENT COUNCIL  
JOB DESCRIPTION**

<b>TITLE:</b> NMCDC Teacher Assistant	<b>SUPERVISOR:</b> Teacher/Training and Mental Health Manager/Education Manager
<b>PROBATIONARY PERIOD:</b> 1 year	<b>SUPERVISES:</b> None
<b>EMPLOYMENT HOURS:</b> 20-35 as shown on PAN	<b>WEEKS PER YEAR:</b> 35-52 depending on position
<b>GRADE:</b> Level I- grade 4, Level II - grade 5	<b>STARTING WAGE:</b> grade 4 - \$8.55, grade 5 - \$8.77
<b>POSITION SUMMARY:</b> Assist NMCDC teachers with all aspects of education and care, including, but not limited to; planning, implementing, and supervising all classroom educational activities for children ages 0-5. Assisting with routine care giving tasks such as feeding and diapering; and regular cleaning tasks such as disinfecting toys.	

**MAJOR RESPONSIBILITIES:**

1. Assist teacher in carrying out goals, policies, and activities designed to implement inclusive learning experiences for children.
2. Assist teacher in guiding children's behavior using positive discipline techniques.
3. Assist teacher in implementing parent involvement in educational activities of the program to enhance their role as the child's first teacher.
4. Assist teacher in gathering supplies, equipment, and materials to set up environment and activities.
5. Must receive at least 15 hours of professional development per year.

**ADDITIONAL RESPONSIBILITIES:**

1. Assist teachers in preparation of lesson plans and maintenance of classroom records.
2. Participate in parent/teacher conferences and/or home visits as requested by teachers.
3. Assist teacher in coordination with other focus areas (health, administration, family involvement) to implement program goals.
4. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

1. **Teacher Assistant Level I\*:**
  - Must be 18 years old or older
  - High School diploma or high school equivalent (GED or HSE)
  - Must be able to complete a child development associate credential program within 2 years.
    - **HS Teacher Assistant specific:** Preschool CDA
    - **EHS Teacher Assistant specific:** Infant Toddler CDA
2. **Teacher Assistant Level II\*:**
  - Must be 18 years old or older
  - High School diploma or High School Equivalency
  - **Head Start Teacher Assistant specific** --Preschool Child Development Associate Credential (CDA) or equivalent of Preschool CDA
  - **Early Head Start Teacher Assistant specific** - Infant Toddler Child Development Associate Credential (CDA) or equivalent of Infant Toddler CDA

**SKILLS, ABILITIES AND OTHER REQUIREMENTS:**

1. High attention to details to ensure the safety of children at all times.
2. Ability to work independently and with minimal supervision.
3. Ability to communicate effectively with diverse cultural and socio-economic groups.
4. Must be able to maintain confidentiality concerning staff and clients.
5. Able and willing to work with children and adults in a flexible schedule that may include some evening and weekend hours.
6. Documentation of baseline TB test or ability to obtain within 30 days.
7. Possess current Infant, Child, and Adult CPR and First Aid certificates or obtain certification at the first available opportunity.
8. Satisfactory criminal background check and Child Protective Services background check.
9. 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 up to 60 pounds on a frequent 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.
3. Required to sit in/at furniture designed to place staff at the child's level for extended periods of time.
4. Able to carry out visits in enrolled family's homes that may not be ADA compliant or accessible.

**Early Head Start Teacher Assistant specific:**

1. Qualify to work in a child care center by DPHHS-QAD Child Care Licensing upon submission of all required documentation

**EMPLOYEE SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL**



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

**WEBSITE: [www.hrdc4.org](http://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 \_\_\_\_\_





# 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