

# JOB OPENING

**Job Title:** Early Head Start Teacher Assistant  
**Hours:** 36 hours/week; 52 weeks/year  
**Closes:** 5:00 pm, Wednesday, May 8, 2024  
**Department:** NMCDC – Early Head Start  
**Location:** Job is located at 2229 5<sup>th</sup> Avenue  
Please turn in applications at the front desk.

District 4 HRDC currently has a job opening for an Early Head Start Teacher Assistant. For more information please contact Administrative Officer Amaya Bliwernitz, [bliwernitza@hrdc4.org](mailto:bliwernitza@hrdc4.org), 406-265-6743 x.1122

**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.

**Wage:** Level I - \$16.77 per hour, Level II - \$17.49 per hour

**Hours:** 36 hours per week

**Benefits Available:** Health, Vision and Dental Insurance; Annual, Sick and Personal Days; Simple IRA and 12 paid holidays off per year.

**Who should apply for this position:** Anyone 18 years or older with a high school diploma or equivalent (GED or HSE). The applicant must complete a childhood development associate credential program within 2 years. Must also 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.

**I don't have my high school diploma or equivalent, can I still apply?** Yes, District 4 HRDC still encourages you to apply for this position. Miles City adult education program can assist you in obtaining your high school equivalency (HSE). Individuals are required to work towards this goal once hired.

**Application Deadline:** 5:00pm, Wednesday, May 8, 2024

**To Apply, Submit the Following:**

1. **Letter of interest** stating your qualifications for the position and why you are interested in working for HRDC
2. **Current Resume**
3. Completed **APPLICATION COVER SHEET**
4. Signed **JOB DESCRIPTION**
5. Completed and signed **HRDC EMPLOYMENT APPLICATION**

Applications should be submitted to Amaya Bliwernitz, HRDC Administrative Officer, 2229 5th Ave. Havre, MT 59501.

**Incomplete application packets will not be considered.** Contact Amaya Bliwernitz with any questions regarding the application process, 406-265-6743 extension 1122

## APPLICATION COVER SHEET

**Job Title:** Early Head Start Teacher Assistant

**Wage:** Level I \$16.77 – Level II \$17.49

**Hours:** 36 per week, 52 weeks per year

**APPLICATION DEADLINE:** 5:00 pm, Wednesday, May 8, 2024

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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                                 |
| <b>PROBATIONARY PERIOD:</b> 1 year  | <b>SUPERVISES:</b> None                                    |
| <b>EMPLOYMENT HOURS:</b> 36 hrs per week  | <b>WEEKS PER YEAR:</b> 35-52 depending on position         |
| <b>GRADE:</b> Level I- grade 11, Level II - grade 12  | <b>STARTING WAGE:</b> Level I - \$16.77 Level II - \$17.49 |
| <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. 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 16 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.

- **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
- 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

**SKILLS, ABILITIES AND OTHER REQUIREMENTS:**

1. Ability to communicate effectively and clearly both verbally and in writing.
2. Promote a team approach environment in the classroom so children develop a warm relationship with both the teacher and teacher assistant.
3. Sensitive to needs of low income individuals
4. Able to work independently, take initiative, and problem solve.
5. Self-motivated and creative, and able to adapt to change in program requirements and priorities.
6. Ability to manage multiple tasks in a time sensitive environment.
7. 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.
8. At all times demonstrate cooperative behavior with colleagues and supervisors.
9. 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.
10. 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. T Dap
  - b. Satisfactory state and federal criminal background check, Child Protective Services Check, Sex offender registry check, and driving check.
  - c. Must obtain a physical exam that clears applicant of all communicable diseases as soon as possible.
  - d. Possess First Aid/CPR/AED certificate or obtain at earliest opportunity
11. Pay high attention to details to ensure the safety of children at all times.
12. Must be able to maintain confidentiality concerning staff and clients.
13. Able and willing to work with children and adults in a flexible schedule that may include some evening and weekend hours.
14. Work well under pressure.

**WORKING/ENVIRONMENTAL CONDITIONS:**

1. Requires significant physical effort to lift and carry between 5 and 60 pounds on an intermittent basis.
2. Requires moderate physical effort to participate in all children's activities such as crawling or playing on the floor, walking, and running, skipping, jumping, and climbing inside the classrooms and in the outside play area on a frequent basis.

3. Required to spend outdoor time with children daily, including inclement weather such as cold, hot, warm, windy, snow, etc.
4. Required to sit in/at furniture designed to place staff at the child's level for extended periods of time.
5. 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**  
**HAVRE, 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<br>Of school | Grade<br>Completed | Area of<br>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 \_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
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.)

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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.

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Signature

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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