

# JOB OPENING

**Job Title:** Early Head Start Teacher  
**Hours:** 36 hours/week; 52 weeks/year  
**Closes:** 5:00 pm, Thursday, November 7, 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. For more information please contact Administrative Officer Amaya Bliwernitz, [bliwernitza@hrdc4.org](mailto:bliwernitza@hrdc4.org), 406-265-6743 x.1122

**POSITION SUMMARY:** Plan, implement, and supervise all Head Start or Early Head Start classroom/home base educational activities for enrolled children. Ensure compliance with Head Start Performance Standards and the Head Start Act, meet national average thresholds for CLASS and work towards continuous CLASS improvement, implement School Readiness goals, and maintain Child Care Licensing standards and state standards according to the Quality Improvement Rating Scale (QRIS).

**Wage:** Level I - \$17.90/hour, Level II - \$19.49/hour, Level III - \$21.57/hour, Level IV - \$22.89/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 who is at least 18 years old, and has a High School Diploma or High School Equivalency and possesses an Infant-Toddler Child Development Associate Credential (CDA), Home Base CDA, or Preschool CDA as appropriate for position.

**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, Thursday, November 7, 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



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

## APPLICATION COVER SHEET

**Job Title:** Early Head Start Center Based Teacher

**Wage:** Level I-\$17.90, Level II-\$19.49, Level III-\$21.57, Level IV-\$22.89

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

**APPLICATION DEADLINE:** 5:00pm, Thursday, November 7, 2024

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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

**POSITION SUMMARY:** Plan, implement, and supervise all Head Start or Early Head Start classroom/home base educational activities for enrolled children. Ensure compliance with Head Start Performance Standards and the Head Start Act, meet national average thresholds for CLASS and work towards continuous CLASS improvement, implement School Readiness goals, and maintain Child Care Licensing standards and state standards according to the Quality Improvement Rating Scale (QRIS).

### MAJOR RESPONSIBILITIES:

1. Carry 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. Implement the Individual Education Plan (IEP) or Individual Family Services Plan (IFSP) in order to provide for the special needs of children with disabilities in an inclusive environment.
5. Provide input to the child's IEP and/or IFSP using data from daily observations, screening, assessments and information from parents.
6. Apply professional principles and judgment and advanced trouble shooting analysis to guide children's behavior using positive discipline techniques
7. Provide supportive guidance to parents helping them enhance the social, emotional, cognitive and physical growth of their children.
8. Apply professional principles and judgment to assist families in developing activities for their children that are consistent with program goals and objectives.
9. Implement parent engagement in educational activities of the program to enhance their role as the child's first teacher.
10. Apply professional expertise to partner with parents to develop and update developmentally appropriate goals on the Individual Child Development Plan.
11. Must receive at least 15 hours of professional development per year to meet the requirements in section 648A(a)(5) of the Head Start Act and to comply with Child Care Licensing regulations.

### **ADDITIONAL RESPONSIBILITIES:**

1. Conduct at least three parent/teacher conferences and two home visits per year.
2. Supervise and provide ongoing training to classroom assistant and classroom volunteers.
3. Promote a team approach environment in the classroom so children develop a warm relationship with both the teacher and teacher assistant.
4. Coordinate with other focus areas (health, family services, transportation and administration) to implement program goals.
5. Help in other areas such as teacher assistant, kitchen, transportation, etc. as needed.
6. Other duties as assigned by Supervisor

### **MINIMUM QUALIFICATIONS:**

#### **Teacher Level I\*:**

- Be at least 18 years old, and have a High School Diploma or High School Equivalency and possess an Infant-Toddler Child Development Associate Credential (CDA), Home Base CDA, or Preschool CDA as appropriate for position.
- **CDA must be completed within 1 year of hire.**

#### **Teacher Level II\*:**

- **Infant and Toddler Certificate from accredited university**
- **Infant and Toddler Certificate must be completed with 3 years of hire.**

#### **Teacher Level III\*\*:**

- Associate Degree in Early Childhood Education OR
- \*An Associate Degree in a related field and coursework equivalent to a major related to early childhood education, with experience teaching preschool-age children

#### **Teacher Level IV\*:**

- Bachelor's Degree in Early Childhood Education OR
- Bachelor's or advanced degree and coursework equivalent to a major relating to early childhood education, with experience teaching preschool-age children.

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

\*\*Level III or above minimum qualifications required for Head Start Teachers

### **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.***
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.***

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



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

<b>TITLE:</b> NMCDC Teacher Level 1, Level 2, Level 3 or Level 4	<b>SUPERVISOR:</b> Education /Disability Manager or the Education/Mental Health Manager
<b>PROBATIONARY PERIOD:</b> 1 year	<b>SUPERVISES:</b> Teacher Assistant and Volunteers
<b>EMPLOYMENT HOURS:</b> 36 hours per week	<b>WEEKS PER YEAR:</b> 35- 52 as shown on PAN
<b>GRADE:</b> Level I - Grade 12, Level II – Grade 14, Level III - Grade 16, Level IV – Grade 17	<b>STARTING WAGE:</b> Level I - \$17.90, Level II – \$19.49 Level III- \$21.57, Level IV - \$22.89
<b>POSITION SUMMARY:</b> Plan, implement, and supervise all Head Start or Early Head Start classroom/home base educational activities for enrolled children. Ensure compliance with Head Start Performance Standards and the Head Start Act, meet national average thresholds for CLASS and work towards continuous CLASS improvement, implement School Readiness goals, and maintain Child Care Licensing standards and state standards according to the Quality Improvement Rating Scale (QRIS).	

**MAJOR RESPONSIBILITIES:**

1. Carry 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.
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4. Implement the Individual Education Plan (IEP) or Individual Family Services Plan (IFSP) in order to provide for the special needs of children with disabilities in an inclusive environment.
5. Provide input to the child’s IEP and/or IFSP using data from daily observations, screening, assessments and information from parents.
6. Apply professional principles and judgment and advanced trouble shooting analysis to guide children’s behavior using positive discipline techniques
7. Provide supportive guidance to parents helping them enhance the social, emotional, cognitive and physical growth of their children.
8. Apply professional principles and judgment to assist families in developing activities for their children that are consistent with program goals and objectives.
9. Implement parent engagement in educational activities of the program to enhance their role as the child’s first teacher.
10. Apply professional expertise to partner with parents to develop and update developmentally appropriate goals on the Individual Child Development Plan.
11. Must receive at least 16 hours of professional development per year to meet the requirements in section 648A(a)(5) of the Head Start Act and to comply with Child Care Licensing regulations.

**ADDITIONAL RESPONSIBILITIES:**

1. Conduct at least three parent/teacher conferences and two home visits per year.
2. Supervise and provide ongoing training to classroom assistant and classroom volunteers.
3. Promote a team approach environment in the classroom so children develop a warm relationship with both the teacher and teacher assistant.
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## **MINIMUM QUALIFICATIONS:**

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\*\*Level III or above minimum qualifications required for Head Start Teachers

## **SKILLS, ABILITIES AND OTHER REQUIREMENTS:**

1. Must enter into a coaching contract within the first year.
2. 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 policy. Willingness to use own vehicle as needed in the performance of job duties.
3. High attention to details to ensure the safety of children at all times.
4. Requires ability to work respectfully and cooperatively with people of all income levels and diversified backgrounds, including clients and other people in need of Agency services, State officials, business people and community leaders.
5. Ability to work independently and with minimal supervision.
6. Ability to communicate effectively with diverse cultural and socio-economic groups.
7. Must be able to maintain confidentiality concerning staff and clients.
8. Must be able to work positively with infants, toddlers, and preschool children.
9. Able and willing to work with children and adults in a flexible schedule that may include some evening and weekend hours.
10. Documentation of immunizations (MMR and TDap)
11. Must obtain a physical exam that clears applicant of all communicable diseases as soon as possible.
12. Possess current Infant, Child, and Adult CPR and First Aid certificates or obtain certification at the first available opportunity.
13. Satisfactory criminal background check and Child Protective Services background check.
14. Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.
15. Must have good computer skills and be willing to learn job related computer programs.

## **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  
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 \_\_\_\_\_  
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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.

\_\_\_\_\_

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