

# JOB OPENING

**Job Title:** Education Assistant  
**Hours:** 36 hours per week; 35-45 weeks per year  
**Closes:** 5:00 pm, Wednesday, October 16, 2024  
**Department:** NMCDC – 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 Education Assistant. For more information please contact Administrative Officer Amaya Bliwernitz, [bliwernitza@hrdc4.org](mailto:bliwernitza@hrdc4.org), 406-265-6743 x.1122

**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. Full Job Description attached.

**Wage:** \$17.16 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 with a high school diploma or equivalent (GED or HSE) and at least 6 months in the Early Childhood field. 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, October 16, 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

# DISTRICT HUMAN RESOURCES DEVELOPMENT COUNCIL

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

## APPLICATION COVER SHEET

**Job Title:** Head Start Education Assistant

**Wage:** \$17.16 per hour

**Hours:** 36 hours per week, 35-45 weeks per year

**Application Deadline:** 5:00 PM, Wednesday, October 16, 2024

---

### PLEASE PROVIDE

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

**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:

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.

**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

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



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 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.

**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.

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



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

<b>TITLE:</b> Education Assistant	<b>SUPERVISOR:</b> Education/Disability Manager or Education/Mental Health Manager
<b>PROBATIONARY PERIOD:</b> 1 year	<b>SUPERVISES:</b> None
<b>EMPLOYMENT HOURS:</b> Head Start- 36 hours per week school year/Early Head Start 30 hours per week year-round	<b>WEEKS PER YEAR:</b> 40 - 52
<b>GRADE:</b> 11	<b>STARTING WAGE:</b> \$17.16
<b>POSITION SUMMARY:</b> 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:**

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.

**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 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.



**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](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