JOB OPENING

Job Title:	**Early Head Start Teacher**
Hours:	36 hours/week; 50-52 weeks/year
Closes:	**5:00 pm, Tuesday, September 8, 2026**
Department:	NMCDC – Early Head Start
Location:	Job is located at 2229 5th 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, 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 - $18.01/hour, Level II - $19.61/hour, Level III - $21.71/hour, Level IV - $23.04/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. 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.

Application Deadline: 5:00pm, Tuesday, September 8, 2026

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. **Signed job description**

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 IV HUMAN RESOURCE DEVELOPMENT COUNCIL
JOB DESCRIPTION

TITLE: NMCDC Teacher Level 1, Level 2, Level 3 or Level 4	**SUPERVISOR:** Education Manager
PROBATIONARY PERIOD: 1 year	**SUPERVISES:** Teacher Assistant and Volunteers
EMPLOYMENT HOURS: 36 hours per week	**WEEKS PER YEAR:** 35- 52 as shown on PAN
GRADE: Level I - Grade 12, Level II – Grade 14, Level III - Grade 16, Level IV – Grade 17	**STARTING WAGE:** Level I - $18.01, Level II – $19.61 Level III- $21.71, Level IV - $23.04
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 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.
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

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:**_____