# JOB OPENING

**Job Title:** **Head Start Teacher Assistant**
**Hours:** 36 hours/week; 40-52 weeks/year
**Closes:** **5:00 pm, Tuesday, September 1, 2026**
**Department:** NMCDC – 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 a Head Start Teacher Assistant. For more information please contact Administrative Officer Amaya Bliwernitz, 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 - $17.27 per hour, Level II - $18.01 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.

**Application Deadline:** 5:00pm, Tuesday, September 1, 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

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| **TITLE:** NMCDC Teacher Assistant | **SUPERVISOR:** Teacher |
| **PROBATIONARY PERIOD:** 1 year | **SUPERVISES:** None |
| **EMPLOYMENT HOURS:** 36 hrs per week | **WEEKS PER YEAR:** 35-52 depending on position |
| **GRADE:** Level I- grade 11, Level II - grade 12 | **STARTING WAGE:** Level I - $17.27 Level II - $18.01 |
| **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 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 is 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:**_____