



## ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717

phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

### Position Announcement

#### Montana Preschool Development Grant (MPDG) Teacher

This position is available for the life of the Montana Preschool Development Grant (up to 1 1/2 years). Should the grant not be renewed, we will follow the Seniority section (12.1) of the Collective Bargaining Agreement between Rocky Mountain Development Council, Inc. (RMDC) and Tri County Federation of Head Start Employees MEA-MFT, AFT, AFL-CIO. This position is located in Helena, at the Ray Bjork Learning Center. The grant position is in effect for 40 hours per week, 41 weeks per year, or 148 school days with children, whichever is more. In addition this position requires 4 days of training each year in the summer and additional trainings throughout the year as determined by the grant designees. These trainings are mandatory for all staff hired under this grant. The salary for this position is \$20.35 per hour plus the Head Start bargaining unit's generous benefit package (health, dental, vision and life insurance, retirement plan, paid holidays, sick & personal leave).

All mandatory subjects of bargaining, contained herein, are subject to, controlled by, and may be modified to be in compliance with the Collective Bargaining Agreement executed on February 6, 2013 between Rocky Mountain Development Council, Inc. and Tri County Federation of Head Start Employees MEA-MFT, AFT, AFL-CIO, including Memorandum of Agreements and Notices of Intent.

This position is responsible for classroom management and for planning, implementing, and coordinating all classroom activities. This position serves as a child and family resource person and supports parent engagement in the classroom. The position directs and collaborates with the classroom team which may include some or all of the following: the Teacher's Assistant, service providers, Foster Grandparents, work study students and other volunteers. The Teacher may be assigned additional duties based on program need and areas of expertise.

#### **Minimum Qualifications:**

**KNOWLEDGE:** Demonstrates a comprehensive understanding of early child development and developmentally appropriate practices in early childhood education, the various service resources in the community, classroom management and team leadership, the range of social, emotional, cognitive, physical development, and special needs associated with early childhood development, a variety of communication methods appropriate to early childhood.

Demonstrates knowledge of human relations skills; adherence to the state and federal policies and procedures pertaining to child abuse and neglect.

**COMPUTER SKILLS:** Demonstrates a level of computer literacy that allows them to use and fill out electronic documentation, (lesson plans, observation, assessment, newsletters, etc.), access and respond to email, open attachments, and access other routine Head Start documents on an as needed basis. Has the ability to learn and utilize program specific software and online tools and training.

**ABILITIES:** To be perceptive and respectful of the needs of children and families with a range of personalities, diverse backgrounds and economic and cultural differences; organize and direct classroom activities, keeps all information on families strictly confidential, communicate effectively in English through written and verbal means.

**EDUCATION AND EXPERIENCE:** The Montana Preschool Development Grant states that Teachers must meet the following educational qualifications:

- A Baccalaureate Degree in Early Childhood Education.
- A Baccalaureate Degree or advanced degree in any field and coursework equivalent to a major relating to Early Childhood Education, with experience teaching preschool age children or;

[www.rmhc.net](http://www.rmhc.net)

Affordable Housing  
Homelessness Prevention  
Home Buyer Education  
Rocky Mountain Preschool Center  
Head Start

LIEAP  
Weatherization  
Energy Share  
Spirit of Service  
Area IV Agency on Aging

Meals on Wheels  
Senior Centers & Dinner Clubs  
Foster Grandparent Program  
Senior Companion Program  
RSVP

- A Baccalaureate Degree in Elementary Education who have a state teaching license and will apply for a class 5 provisional license and will have the appropriate degree and Pre-K-3 teaching license by July 1, 2018.
- A Baccalaureate Degree in any field and has been admitted into the Teach for America Program, passed a rigorous early childhood content exam, such as Praxis II, participated in a Teach for America summer training institute that includes teaching preschool children, and is receiving ongoing professional development and support Teach for America's professional staff.

If an employee is hired and is determined to not meet the educational qualifications listed above they must be willing to meet program requirements within three (3) years of hire. Need for professional development and further coursework will be determined through a Professional Development Plan designated by the position's supervisor.

RMDC Head Start, in working with the Montana Early Childhood Project (MTECP), has determined teachers who are at a Level 6 and working to level 7 or above Certification (baccalaureate degree) on the Montana Early Childhood Project (MTECP) Practitioner Registry meet the requirements of the Montana Preschool Development Grant. Please see [www.mtecp.org](http://www.mtecp.org).

**Prior to hiring:**

- current MMR and Td/Tdap (within past ten years) immunizations,
- a Tuberculosis Screening/Risk Assessment, and
- current valid Montana driver's license is required.

**Prior to hiring and every five (5) years thereafter:**

- an FBI and State of Montana criminal history record including fingerprint checks,
- a sex offender registry check, and
- a child protective services check.

**Prior to employment and then as required by individual's Health Care Provider:**

- an Employee Health Form signed by individual's Health Care Provider verifying they do not, because of communicable diseases, pose a significant risk to the health and safety of the children.

Current and former Early Head Start and Head Start parents must receive preference for employment vacancies for which they are qualified.

Employee must qualify as a primary care giver per Montana day care licensing requirements. A primary care giver must be at least 18 years of age and have 2 years' experience as a licensed or registered group or family day care home provider or day care center staff person or hold a bachelor of arts or an associate degree in education or a related field. Head Start education staff are required to attend a minimum of 30 hours of professional development per year.

All staff must obtain First Aid and CPR certification and maintain current certification. RMDC Head Start requires all education staff to be members of the Montana Early Childhood Project (MTECP) Practitioner Registry and maintain current registration. Successful employees will receive assistance in applying to the Early Childhood Practitioner Registry. Please see [www.mtecp.org](http://www.mtecp.org).

Occasional evening work is required. All staff must know and exercise Universal Precautions.

**Application Process:** Applicants must submit a signed completed RMDC application, resume, letter of interest and 3 letters of reference. Applications are available from RMDC, [www.rmdc.net](http://www.rmdc.net) and Montana Job Service Offices. Incomplete application materials will not be processed. Completed application packages must be received by the RMDC Human Resource Office, 200 South Cruse Avenue, Helena, MT 59601 or P.O. Box 1717, Helena, 59624. Application packets must be received by Friday, November 17, 2017 no later than 4:00 PM. EEO