



## ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

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

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### Position Announcement

#### Rocky Mountain Preschool Center Teacher Assistant

Rocky Mountain Development Council's Rocky Mountain Preschool Center is seeking applicants for a part-time Teacher Assistant. This is a part-time position working 16 hours per week between the hours of 7:30 a.m. and 5:30 p.m. The salary for this position is \$9.86.

The Teacher Assistant assists in carrying out goals, policies, and teaching strategies designed to implement educational objectives. This position helps facilitate effective classroom management by providing assistance to classroom staff when and where most needed.

#### Minimum Qualifications:

**KNOWLEDGE OF:** Appropriate expectations for young children, child development and developmentally appropriate practices in early childhood education. Demonstrate knowledge of and adhere to the state and federal policies and procedures pertaining to child abuse and neglect.

**ABILITIES:** Relate well to children; staff and families; is able to follow directions and take initiative; keeps all information on children, families and staff strictly confidential; communicates effectively with children, families and staff; communicates effectively in English, verbally and in writing.

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a high school diploma or GED and some experience with preschool children.

MMR and Td/Tdap immunizations, and a criminal records check are required prior to hiring. Employee must submit to MT State Child Care Licensing Program requirements which include a criminal background check, Protective Services check. If employee has lived in Montana less than 5 years, an out of state(s) FBI fingerprint background check will be conducted.

**PHYSICAL DEMANDS:** Able to lift a 20-60 pound child, using all safety precautions, able to conduct both indoor and outdoor activities, in both warm and cold temperatures.

Application Process: Applicants must submit a signed, completed RMDC application, resume, and letter of interest. Applications are available from RMDC, [www.rmhc.net](http://www.rmhc.net), and the Helena Job Service. Incomplete application materials will not be processed. Completed application packages **must be submitted to** the RMDC Human Resource Office, PO Box 1717, Helena, MT 59624-1717, (200 Cruse Avenue, Helena, MT 59601). Preferred closing for this position is Wednesday, November 8, 2017 at 5PM. EEO

[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