



Opportunities, Inc.

Helping People, Changing Lives



Job Opening Announcement Public/STAFF

**August 9th-August 18th,
2023 closing at 2:00 PM
or until filled. "EOE"**

Job Title: **Teacher Assistant**
Salary: \$15.84-\$17.95 DOQ an
hr. + full benefits

Get Paid to Play!

Overall Responsibilities in Classroom:

1. Assist the Teacher in all aspects of the Head Start education program.
2. Assist the Teacher and cooperate in a supportive and collaborative role carrying out developmentally appropriate activities.
3. Under the direction of the Lead Teacher, plan and implement individual and group activities designed to stimulate learning for all children.
4. Promote the health, nutrition and education of the children and to attend to their safety and welfare.
5. Ensure paperwork is complete and accurate.
6. Observe and monitor behavior of children, interact with the parents and staff to promote the well-being of the children.
7. Cooperate with teachers to promote the health, safety, welfare and education of each child.

Qualifications:

1. Must be able to perform Essential Functions/Special Requirements of the job.
2. High School Graduate or GED.
3. Child Development Associate (CDA) credential OR enrolled in a CDA credentialing program to be completed within two (2) years.
4. One (1) year volunteer experience in Head Start classroom preferred OR equivalent pre-school classroom experience.
5. Proven ability to assume an active role in planning and conducting children's learning experiences.
6. Must be able to read and write.
7. Must provide proof of current MMR and TDAP immunizations or be willing to get required immunizations.
8. Must have a valid Montana Driver's License, MT required vehicle insurance and a good driving record.

An Opportunities, Inc. Employment Application MUST be completed for consideration. Email a scanned pdf application to hr@gfoppinc.org. You may request an application & job description by calling 406-761-0310.