



Opportunities, Inc.



JOB OPENING ANNOUNCEMENT – STAFF/ PUBLIC

March 27, 2025-April 4, 2025



Looking to get paid to play?
If you love working with children and want to make a positive impact in your community, Opportunities, Inc. has a position for you!

Job Title: Head Start Teacher Assistant 0 to 5 - Great Falls

Salary: \$16.21-18.37 DOQ + Full Benefits

Position Overview:

Opportunities, Inc. is seeking a dedicated and compassionate Teacher Assistant to join our Head Start team. The Teacher Assistant will support the classroom teacher in creating a safe, nurturing, and engaging learning environment for young children, fostering their social, emotional, cognitive, and physical development. The ideal candidate will have a passion for working with children and a commitment to supporting their academic and developmental growth.

Key Responsibilities:

- Assist in the planning and implementation of age-appropriate activities that promote the intellectual, emotional, and social development of children.
- Support the classroom teacher with daily routines, including leading small group activities, managing classroom materials, and assisting with transitions.
- Provide individualized attention and support to children as needed, including those with special needs.
- Help maintain a safe and clean classroom environment.
- Document children's progress and communicate with parents, teachers, and staff.
- Work collaboratively with other teachers and staff to ensure a positive and effective learning experience for all children.
- Assist with lunch, snack, and nap time supervision.
- Follow Head Start performance standards and guidelines to ensure the highest quality care and education.

Qualifications:

- High School Diploma or GED required; Associate's Degree in Early Childhood Education (ECE) or a related field preferred.
- Experience working with young children in an educational or childcare setting, preferably in a Head Start or early childhood program.
- Must have no prior convictions of physical or sexual abuse of children.
- Strong communication and interpersonal skills.
- Ability to work as part of a team and collaborate effectively with staff, children, and families.
- Patience, compassion, and a genuine desire to help children learn and grow.
- Must pass background checks as required by state and federal regulations.
- Must be able to lift up to 50 lbs. Must also be able to bend, stoop and kneel.

An Opportunities, Inc. Employment Application must be completed for consideration.

You may request the application and a complete job description by calling 406-761-0310, or stop by 905 1st Ave. North, Great Falls, MT, 59401 or download an application at www.oppinchanginglives.org. Send scanned pdf applications to hr@gfoppinc.org.

Applications accepted until 4 pm, April 4, 2025 "EOE" M/F