

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406.675.2700  
PERSONNEL DEPARTMENT FAX: 406.675.2711  
CSKT Website: [cskt.org](http://cskt.org)  
E-mail: [julianat@cskt.org](mailto:julianat@cskt.org)**

**\*\*\*\*V A C A N C Y   A N N O U N C E M E N T\*\*\*\***

**TITLE:** Head Start Teacher Aide – 1 or more  
(Ronan, Turtle Lake, Pablo and St. Ignatius)

**LOCATION:** Early Childhood Services – Ronan, MT

**SALARY:** \$9.72 to \$11.35 per hour  
\$20,217.60 to \$23,608.00 per annum

**CLOSING DATE:** Open until filled

**SPECIAL CONDITIONS:**

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and is subject to random alcohol and drug testing. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a six-month probationary period.**

**DUTIES:**

- Assists teacher(s) in carrying out goals, policies, and activities designed to implement educational objectives and performance standards.
- Assists teacher(s) in providing daily care for preschoolers according to Montana Child Care Regulations, *Head Start Program Performance Standards*, and Early Childhood Services policies and procedures.
- Assists teacher(s) in developing activities for preschoolers by contributing ideas and sharing daily activity planning.
- Assists teacher(s) in preparation of lesson plans and maintenance of classroom records.
- Promotes healthy social-emotional, physical, cognitive, and creative development in children.
- Promotes emerging language and literacy skills through positive and consistent interaction with children as directed by teacher(s). Assists teacher(s) in carrying out children's individualized education plans.
- Assists in providing children with varied experiences and a safe, orderly, healthy learning environment indoors and outdoors consistent with *Head Start Program Performance Standards* and Montana Child Care Regulations.
- Develops healthy relationships with center staff, parents and enrolled children.
- Promotes good hygiene and health practices such as teeth brushing, hand washing, and healthy eating habits.
- Assists teacher(s) in gathering supplies, equipment, and materials as requested.
- Assists other classroom staff with cleaning of facility and equipment (indoors and outdoors).
- Participates in staffings, home visits and parent conferences as requested.
- Assists teacher(s) in completing and submitting all required documentation in a timely manner.
- Follows Early Childhood Services confidentiality policy.
- Maintains punctual and regular attendance
- Accepts direction and supervision with a positive, professional attitude.
- Communicates in a positive, tactful, timely manner with appropriate individuals about concerns and issues needing clarification.
- Reports any unresolved concerns or significant incidences at center level to immediate

supervisor.

**DUTIES CONTINUED:**

- Attends all required staff meetings, parent meetings, parent orientations, and training sessions.
- Pursues own professional development.
- Follows all transportation regulations.
- Reports and documents any observed or suspected child abuse or neglect as a Mandatory Reporter.
- Complies with Tribal and Early Childhood Services policies and procedures, as well as applicable State and Federal Regulations.
- Greets and introduces self in a friendly and positive manner to all visitors and guests.
- Greets parents by name; supports their presence in the classroom; and involves them in all aspects of the Head Start Program.
- Communicates positively with co-workers, parents, and volunteers.
- Assists teacher(s) in coordinating tasks and activities relating to parent/family involvement in the Head Start Program.
- Other duties as assigned.
- Request a copy of the position description for full details.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- 18 years of age or older with a High School Diploma or GED.
- Must have a Child Development Associate (CDA) credential, or be enrolled in a CDA credential program that will be completed within 2 years, or have an AA or BA/BS degree (in any area) or be enrolled in a program leading to such a degree.
- Have minimum of 6 months documented experience working with pre-school children. (preferred)
- Must begin work on Associate Degree in Early Childhood Education within first year of hire.
- Preference given to current or former Head Start/Early Head Start parents. Must provide documentation.
- Good verbal and written communication skills.
- Possess current or be willing to obtain certification upon hire CPR and First Aid.
- Health Requirements: Current Physical Exam or ability to obtain Physical Exam upon hire. Current on required immunizations or ability to become current upon hire. Verification of recent TB screening or ability to complete required screen.
- Must pass drug test and complete a Criminal Record Check including fingerprinting (no violence against children or any person, no domestic violence, no sexual abuse or violent acts against children or any other person) prior to employment and annually thereafter; subject to random drug testing through the Confederated Salish & Kootenai Tribe's Personnel Department.
- Work well under pressure, meet multiple and sometimes completing deadlines.
- Possess current Montana Driver's License and be insurable under the Tribes' Fleet Policy. Possess current Commercial Driver's License (CDL) or be willing to obtain upon hire.
- Able to meet/complete requirements for primary caregiver according to Montana Child Care Center Regulations within one (1) year of employment (if required).
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**SUBMIT:**

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. Proof of a valid driver's license.
4. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

**FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS**

**SUBMIT ALL OF THE ABOVE TO:** Jan Gardipe, Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1040.

**FOR MORE INFORMATION:**

Contact: Jeanne Christopher, Early Childhood Services Director @ 406.675.2700, ext. 6113.