STAFF VACANCY ANNOUNCEMENT

Substitute Teacher

**Department:** Curious Minds Early Care & Education Center  
**Position:** Part Time/as needed  
**Wage:** $8.50/hour  
**Union Affiliation:** None  
**Posting Date:** October 2015

**Description**

- Caregivers are responsible for direct care, protection, supervision, and guidance of children through active involvement or direct observation and will be actively engaged with the children, aware of them and what they are doing at all times.
- Implement curriculum in the absence of the lead teacher: helping with projects and activities, sitting with children in circle and singing, supervising and redirecting child behavior while in circle time, meal time, story time and during self-directed activity.
- Greet parents and relay important information when they are picking up or dropping off their child/ren.
- Help maintain a safe, clean, nurturing environment. Help children learn to pick up after each activity when required to do so.
- Document children’s activities, interests and growth.
- Assist children in becoming independent and self-reliant, dressing for weather appropriately, taking walks and going on field trips.
- Answer the phone properly and relay messages to the appropriate personnel.
- Utilize “Positive Child Guidance” techniques. Give choices as much as possible within the result you want and tell the children what you WANT them to do. Instead of DON’T run, say “please walk”; instead of “DON’T go up the slide”, say “DOWN the slide UP the stairs.” Etc.
- Ask Open Ended questions (these are any question that can’t be answered with a “yes” or “no”) in order to stimulate children’s thinking.
- Eat with children at meal times allowing children to serve themselves and model appropriate mealtime behavior and pleasant conversation.
- Attend in service trainings as required and keep current on 1st aide and child /infant/adult CPR.
- Be willing to help in all positions when necessary such as meal preparation, cooking, dishwashing and clean up.
- Abide by the code of ethical conduct and confidentiality as put forth by the NAEYC.
- Agree to complete federal and state background checks with fingerprinting.
Qualifications

- Be at least 18 years of age;
- Be current with immunizations to include Tetanus (every 10 yrs) and MMR
- Have sufficient language skills to communicate with children and adults
- Have the following training and experience:
  - Two years’ experience in an early childhood program or
  - Child development associate credential; or
  - A bachelor of arts or an associate degree in education or a related field
- Hold a current course completion card in infant, child and adult CPR and infant choking response; and be currently certified in standard first aid.

Application

To be considered for this position, please submit a cover letter stating reasons for your interest in the position and addressing the desired qualifications, and a resume listing educational background and employment. Include three professional references and a completed State of Montana Government Job Application (available at http://wsd.dli.mt.gov/service/app.asp or through Montana Job Service) to:

Heidi Eavenson
The University of Montana Western
710 South Atlantic Street
Dillon, MT 59725

Please send electronic copies (limit to six PDF pages) to: heidi.eavenson@umwestern.edu

For additional information, call (406) 683-7320.

Review of applications will begin immediately and continue until the position is filled.

The University & Dillon Area

The University of Montana Western, located in Dillon, Mont., is an innovative institution nestled in a scenic valley in the Rocky Mountains of south western Montana. The campus Full-Time Equivalent (FTE) for student enrollment is approximately 1,350. Montana Western has over 60 FTE faculty members, features small classes for all students and has been recognized for excellence by U.S. News and World Report. Montana Western’s small size and focus on education innovation have earned it the reputation of being a place where faculty and staff chose to collegially and creatively make a difference in the education of students. Montana Western is the first and only public four-year college in the nation to use block scheduling in which students take a single class at a time. This immersion learning program facilitates increased opportunities for experiential types of learning.

The mission of the University of Montana Western is to achieve academic excellence by sustaining a culture of concentrated experiential education. Montana Western services citizens
of all ages with its academic, community service, and lifelong-learning programs. As part of the global community, Montana Western encourages diversity, international awareness, environmental responsibility, and mastery of technology as a gateway to the world.

Dillon, a community of 5,000 people, is known for outstanding public schools, safe environments, recreational opportunities and an excellent quality of life.

The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Qualified candidates may request veterans, or disabilities preference in accordance with state law. Reasonable accommodations are provided in the hiring process for persons with disabilities. Finalists for this position will be subject to a criminal background investigation.