



Child Start Inc., Head Start
Serving the families of
Missoula, Mineral, Granite, Powell, and Sanders Counties
1001 Worden, Missoula, MT 59802
Phone (406) 728-5460 / Fax (406) 728-5566



JOB POSTING

06-20-21 Substitutes:

Location: Missoula, MT

Component: As applicable

Position Title: Substitute

Schedule: varies

Supervisor: HR Manager

Starting Rate: \$10.00/hour

Summary Job Description:

Function as a classroom aide, bus rider, receptionist, kitchen aide or custodian as scheduled. Assist the teacher in implementing a cognitive-developmental program for a group of 16-19 preschool-aged children. Assist the bus driver with ensuring a safe and entertaining bus ride for the children. Interact in a developmentally appropriate fashion with the children. Assist the cook with meal preparation, dish washing, and related activities in the kitchen and other food service areas. Follow prescribed cleaning schedules. Follow guidance of the supervisor. Attend scheduled meetings. Adhere to confidentiality policy.

****In accordance with State of Montana childcare licensing guidelines, substitutes must complete mandatory trainings that will be provided by Child Start Inc., Head Start.****

Qualifications: Education, Experience, and Training

Minimum: High School Diploma or G.E.D.

Prefer: Experience working with young children in a Head Start or preschool setting.

Benefits include: Not Applicable

Applications and job descriptions may be picked up at the reception desk, 2nd floor or the Administration Office. You may also request one via email or download one at <http://thechildstartinc.com/pages/join-the-team/application.php>. Return applications via email to nicole.burlingame@childstartinc.net, mail to 1001 Worden, Missoula, MT 59802, or drop off with the receptionist or HR on the third floor of our main location. Equal Opportunity Employer (EOE).