

Job Vacancy Announcement

for

Publication on the Early Childhood Project Job Board



Job Information

Job Title: Assistant Teacher

Program Name: ASUM Child Care Preschool

Location of Job: University of Montana

Hours/week: 40

Wage/Salary: 17.125

Job Description:

Implement program practices, procedures, and policies.
Assist with supervision of student staff and in developing rapport with parents.
Assist with basic implementation of the curriculum and use of positive behavior guidance techniques with the children.
Assist with daily center operations and perform general oversight duties as directed.
Work as a team to accomplish program goals.
Assist with setting up and maintaining the classroom according to state, accreditation, and curricular standards.
Assist with the collection of developmental assessment data and compilation of child portfolios.
Oversee classroom operations from 3:30-5:30 pm and substitute for the lead teacher on occasion as needed

Job Requirements

Education:

High school diploma and two (2) years of experience in a licensed or registered childcare facility.
Demonstrated ability to work as a team.
Ability to verbally communicate with both adults and children.
Ability to use good judgment and remain calm in difficult situations.
Ability to learn and apply licensing, CACFP, health, and accreditation standards.
Understand acceptable early childhood practices, the stages of child development, and acceptable positive behavior guidance techniques.
Ability to follow instructions and demonstrate accurate record keeping, time management, and multi-tasking skills.
Current first aid and CPR certification by first day of employment.
CDA (Child Development Associate) credential or be working towards a BS in Early Childhood Education or related field of study.

Experience:

Two years experience.

Other Requirements:

Application Requirements

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Please apply at:
<https://www.schooljobs.com/careers/ummissoula/jobs/5089349/assistant-teacher-asum-child-care?keywords=asum&pagetype=jobOpportunitiesJobs>

Application Deadline: November 15, 2025

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***Please send completed form to ecp@montana.edu**