

Position Available for:

Crook/Weston Counties Home Start is accepting applications for a Substitute position located in Sundance, WY.

For more information see description below.

WYOMING CHILD AND FAMILY DEVELOPMENT, Inc

JOB DESCRIPTION

TITLE OF POSITION: CENTER ASSISTANT

SUPERVISED BY: Center Coordinator or Designee

GENERAL RESPONSIBILITY: To assist the teacher/home visitor in providing an individualized developmentally appropriate early childhood education program. To assist and guide toward the overall goal of social competence and school readiness for each child.

MINIMUM QUALIFICATIONS:

- Must have a High School Diploma or a G.E.D. and be 18 years of age (state requirements).
- Must attain additional training or certifications, which may be required by Wyoming Child and Family Development, Inc.
- In the absence of an early childhood degree, paraeducators must attend CDA training and make application for a Child Development Associates Credential.
- Must be able to work well with children (ages birth through 5 years of age), including those with special needs, and their families.
- Needs to be well organized and able to problem solve.
- Must have knowledge of developmentally appropriate practices for children.
- The ability to follow and successfully complete both written and oral directions is necessary.
- Must have interpersonal skills to work with a variety of personality types.
- Must be able to perform the essential functions of the position as defined in the job description without presenting a danger to self or others with or without reasonable accommodations.
- Must have an employment physical, TB test, CPR, and First Aid training completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a criminal background check, including fingerprinting and central registry
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State law.

ESSENTIAL FUNCTIONS:

ALL REQUIREMENTS FOR THIS POSITION WILL MEET THE HEAD START/EARLY HEAD START PERFORMANCE STANDARDS, DFS LICENSING, WYOMING DIVISION OF DISABILITIES RULES AND REGULATIONS, NAEYC STANDARDS AND WCFD POLICIES AND PROCEDURES. ALL EMPLOYEES WILL ADHERE TO THE MISSION, VISION, AND VALUES OF WCFD

1. Assists the teacher/home visitor in the daily planning and preparation of classroom activities. May prepare any materials needed for these classroom lessons or activities.
2. Implements set lesson plans, as directed, in individual, cooperative, small and large group settings.
3. Assists the teacher/home visitor in staffing through observation, recording, and reporting on a child's individual progress.

4. Assists in the reinforcement of Individual Family Service Plan (IFSP) and/or Individual Education Plan (IEP) related skills as assigned.
5. Provides individualizing classroom experiences for assigned child(ren).
6. Maintains class areas in a clean and orderly manner on a daily basis.
7. Uses positive verbal and non-verbal communication and interaction skills when working with staff, students, and parents at all times.
8. Works effectively with children with behavior concerns, developmental disabilities, and/or learning impairments.
9. Must be able to assume classroom responsibilities as needed.
10. Performs minor first aid duties and routine hygienic care.
11. Communicates effectively with families, staff, and community volunteers as required.
12. Participates in child screenings as appropriate.
13. Assists the teacher in all playground activities.
14. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
15. Assists with child transportation needs as assigned:
 - Rides on bus and safely loads and unloads children.
 - Engages children in developmentally appropriate activities while riding the bus.
 - Ensures all passengers, both children and adults, are properly buckled in seat belts or safety restraint systems.
 - Ensures that there is a responsible adult (parent/guardian/designee) at each stop before leaving a child.
16. Provides emergency care to children and families as appropriate.
17. Maintains the confidentiality of program children, families and staff.
18. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
19. Follows all policies and procedures of Wyoming Child and Family Development, Inc.
20. Respects the dignity of each enrolled person and treats him/her with fairness and courtesy.
17. Ensures the safety of all enrolled children and families while participating in the WCFD program activities.
18. Performs other duties as assigned by the Board of Directors or its designee

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

1. Able to do the following:
 - Tolerate noise
 - Maintain visual control over a classroom
 - Visually attend to safety of children
 - Maintain appropriate noise levels
 - Discriminate warning cries or alarms from normal classroom and playground noise
 - Articulate clearly and with appropriate volume throughout the day
2. Able to sit on child size chairs/and or floor and get up without difficulties.
3. Able to hear quiet speech sounds, with or without aid.
4. Able to spend most of the time inside classrooms with some work outside in cold/hot weather.
5. Able to work in a flexible daily routine and change as required.
6. Able to work with children and/or adults including those with behavior and/or learning problems.
7. Safely operate the sliding doors, seat belts, and child restraint seats on a bus.
8. Tolerate possible gas and diesel fumes.
9. Tolerate dust and gravel.
10. Able to climb in and out of a Class A bus without fatigue or discomfort.

THESE ARE MINIMUM REQUIREMENTS, NOT PERSONAL QUALIFICATIONS OF THE PERSON(S) PRESENTLY IN THE JOB. IN OTHER WORDS, YOU MUST MEET THESE REQUIREMENTS IN ORDER TO BE CONSIDERED FOR THE JOB.