



“This institution is an equal opportunity provider.”

TITLE OF POSITION: PARAEDUCATOR

SUPERVISED BY: Center Coordinator or Designee

GENERAL RESPONSIBILITY: To assist the teacher/home visitor in providing an individualized, developmentally appropriate early childhood education program with the overall goals of social competence and school readiness.

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.

ESSENTIAL FUNCTIONS:

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 direct services to children, families, and staff in a variety of settings and weather conditions, including classrooms, private childcares and preschools, and family homes.
6. Provides individualized classroom experiences for assigned children.
7. Maintains class areas in a clean and orderly manner on a daily basis.

8. Uses positive verbal and non-verbal communication and interaction skills when working with staff, students, and parents at all times.
9. Works effectively with children with behavior concerns, developmental disabilities, and/or learning impairments.
10. Must be able to assume classroom responsibilities as needed.
11. Performs minor first aid duties and routine hygienic care.
12. Communicates effectively with families, staff, and community volunteers as required.
13. Participates in child screenings as appropriate.
14. Assists the teacher in all playground activities.
15. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
16. 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.
17. Provides emergency care to children and families as appropriate.
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.
21. Ensures the safety of all enrolled children and families while participating in the WCFD program activities.
22. Performs other duties as assigned by the Board of Directors or its designee

TITLE OF POSITION: COOK ASSISTANT

SUPERVISED BY: Cook/Center Coordinator

GENERAL RESPONSIBILITY: Responsible for helping the Cook prepare the daily meals and snacks for the Center. Responsible for maintaining standard health practices and procedures as outlined by Wyoming Child and Family Development, The State of Wyoming, and other licensing agencies.

MINIMUM QUALIFICATIONS:

- No education requirements.
- Basic cooking skills for preparing meals for a large number of children.
- Ability to follow and successfully complete both written and oral directions.
- Ability to carry out State of Wyoming's Sanitation Standards for Public Kitchens.

ESSENTIAL FUNCTIONS:

1. Assists the cook in the overall operation of the kitchen, following his/her directions.
2. Assists in preparing meals according to the planned menu.
3. Sets the table before each meal, using all the appropriate table service.
4. Cleans up after each meal (table, dishes, etc.).
5. Assists in maintaining a clean, safe kitchen environment as per State regulations.
6. Practices health standards.
7. Uses positive verbal/non-verbal communications and interaction skills when working with staff, parents, and children.
8. Attends required training sessions
9. Promotes positive public relations within the work setting and community.
10. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
11. Assumes responsibility of cook if necessary.
12. Performs other duties as assigned by the Board or its designee.

STANDARD JOB REQUIREMENTS:

- Able to perform the essential functions of the position, as defined in the job description, without presenting a danger to either self or others, with or without reasonable accommodations.
- Must have an employment physical, AHA CPR and First Aid Training, and TB test completed within 90 days, unless otherwise specified by the supervisor.
- Wyoming Child and Family Development, Inc. requires all prospective employees to participate in a Central Registry and criminal background check, including fingerprinting.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

1. Must be able to work with families and children birth through age 5.
2. Must possess proper stress management techniques.
3. Must possess visual acuity and stamina to read technical material for extended periods of time.
4. Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
5. Must be able to travel to site locations, meetings and trainings, both in and out of state.
6. Must be willing to drive in a variety of weather conditions.
7. Must be able to hear and process ordinary conversation and telephone conversation.
8. Must be able to communicate effectively with staff, children, families, and community.
9. Must be able to tolerate air-conditioned buildings and fluorescent lights.
10. Must be able to climb stairs, stoop, kneel, crouch and/or reach, to retrieve materials and supplies from ground level to a height of at least 5 ft.
11. Must have upper body strength to lift and carry the equivalent of 50 pounds.
12. Must be able to assist a child to safety in case of an emergency.
13. Must be able to work in a flexible daily routine and change as required.
14. Must be able to work in a variety of temperatures, including hot and cold weather.
15. Transportation staff must:
 - a. Able to tolerate possible exposure to biohazards, i.e., body fluids, etc.

- b. Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
- c. Able to read gauges on dash of bus and recognize indicator of problems.
- d. Able to tolerate possible gas and diesel fumes.
- e. Able to tolerate dust and gravel.

All requirements for this position will meet the Head Start/Early Head Start performance standards, DFS licensing, NAEYC standards, Wyoming Division of Disabilities rules and regulations and WCFD policies and procedures. All employees will adhere to the mission, vision and values of WCFD.

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.