



**“This institution is an equal opportunity provider.”**

Wyoming Child & Family Development, Inc. Torrington Learning Center, is accepting applications for a Center Assistant/ HS Paraeducator for a total of 30 hrs/wk. For application/information: [www.wyomingchild.org](http://www.wyomingchild.org), or TLC - 307-532-7068

WYOMING CHILD AND FAMILY DEVELOPMENT, INC.

## **JOB DESCRIPTION**

**TITLE OF POSITION:** CENTER ASSISTANT

**SUPERVISED BY:** Center Coordinator

**GENERAL RESPONSIBILITY:** Under the direction of the Center Coordinator provides general support and assistance in all aspects of the program which include, but are not limited to: assisting in the classroom and/or the bus, maintenance of child files, public relations and recruiting, answering phones, data entry, and maintenance of building and grounds. Must be able to meet timelines and manage multiple priorities. Must be reliable, organized and detail oriented. Must have interpersonal skills and be able to meet the public and work with program staff.

**MINIMUM QUALIFICATIONS:** Prefer Associates degree in early childhood education, elementary education, special education, home economics, child development, or a closely-related field. A Child Development Associate credentials (CDA) and experience in early childhood education and supervision of others is desired. A minimum of a high school diploma is required. Wyoming Child & Family will only accept college degrees from accredited institutions recognized by the U.S. Department of Education

### **ESSENTIAL FUNCTIONS:**

1. Implements all administrative directives in center operations, ensuring activities carried out in the center meet the Head Start and other funding source guidelines.
2. Serves as a “floating substitute” to ensure child staff ratios are maintained at all times.
3. Assists with WCFD ChildPlus database, including running and interpreting reports.
4. Ensures the safety of all enrolled children and families while participating in the WCFD programs, including transportation to and from center when required and necessary.
5. Assists in the collection of the non-federal share or "in-kind" required from his/her community.
6. Edits a newsletter on center activities for parents.
7. Attends Parent Group Meetings and activities as assigned.
8. Able to communicate effectively
9. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
10. Must perform other duties as assigned by the Board or its designee.

## **JOB DESCRIPTION**

### **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 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.

### **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 child(ren).
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.
  17. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
  18. Follows all policies and procedures of Wyoming Child and Family Development, Inc.
  19. Respects the dignity of each enrolled person and treats him/her with fairness and courtesy.
  18. Ensures the safety of all enrolled children and families while participating in the WCFD program activities.
  19. Performs other duties as assigned by the Board of Directors or its designee

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.

#### **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.