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POSITION AVAILABLE: Wyoming Child & Family Development, Inc. – Mills Head Start is now scheduling interviews for a Center Coordinator/Educational Specialist/Instructional Support Specialist. This is a full time position with excellent benefits. To take the next step, please send an application to nicole.gier@wyomingchild.org 307-266-5480. For more details on the job description, please visit: www.wyomingchild.org. **We look forward to visiting with you! “This institution is an equal opportunity provider”**

WYOMING CHILD AND FAMILY DEVELOPMENT, Inc.

JOB DESCRIPTION

TITLE OF POSITION: CENTER COORDINATOR/EDUCATION SPECIALIST/INSTRUCTIONAL SUPPORT SPECIALIST

SUPERVISED BY: Area Coordinator/Education Coordinator

GENERAL RESPONSIBILITY: Responsible for all aspects of the program which include, but are not limited to: curriculum/education, staff supervision and evaluation, staff development, record keeping, public relations, and maintenance of building and grounds. Responsible for coordinating and ensuring the implementation of all program requirements for each component. Must be able to meet time lines and manage multiple priorities. Management and supervisory skills, and comprehensive knowledge of program development required. Must be reliable, organized and detail oriented. Must have interpersonal skills and be able to meet the public and work with program staff.

Will assist the Education Coordinator in the planning and mentoring of new teaching/classroom staff within Wyoming Child and Family Development, Inc. This position will assist the Education Coordinator in advancing child development and family focused programs within Wyoming Child and Family Development, Inc. by providing guidance and expertise to classroom staff that enhances and develops skills that are directly applicable to a successful learning environment. This position will travel to sites throughout the organization to provide hands-on training and support.

MINIMUM QUALIFICATIONS:

- Must have Baccalaureate Degree in either early childhood education, elementary education, special education, family and consumer sciences, child development, or a closely-related field. Wyoming Child & Family will only accept college degrees from accredited institutions recognized by the U.S. Department of Education. Experience and/or training in classroom instruction in the early learning environment are also required.
- Supervisory experience is preferred.

ESSENTIAL FUNCTIONS:

SUPERVISORY DUTIES

1. Meets regularly with center staff to communicate and coordinate programming according to WCFD objectives.
2. Supervises and evaluates all center personnel designated on the organizational chart.
3. Keeps the Area Coordinator and administrative staff informed of center happenings, needs, and activities as necessary.
4. Ensures the coordination and implementation of all center personnel responsibilities, including orientation of new employees to meet state certification and program requirements.
5. Provides training and technical assistance to staff and coworkers as appropriate.
6. Delegates responsibilities to those employees under his/her supervision who can best perform certain assignments within the context of their job descriptions.
7. Implements all program directives in center operations, ensuring activities carried out in the center meet the Head Start and other funding source guidelines.

PROGRAM OPERATIONAL DUTIES

1. Assists the Education Coordinator in the oversight and implementation of all educational components of the program as required by federal and state mandates.
2. Serves as a member of the management team implementing a systems approach throughout WCFD, promoting staff and program development, quality assurance, positive communication strategies, and effective conflict resolution techniques.
3. Collaborates with the program component coordinators and specialists, when necessary, to ensure effective programming and documentation of area operations.
4. Coordinates the maintenance and repair for the main building, auxiliary buildings and grounds for 12 months of the year. Properties must be well groomed and meet all state, local, federal and WCFD safety inspections at all times.
5. Responsible for accurate and correct inventory of center supplies and equipment.
6. Operates within the budget granted to him/her by the Executive Director. Responsible for requisitioning supplies and equipment needed in the center. Also personally responsible for petty cash in the center.
7. Participates in planning and implementing new and proven classroom early learning environment techniques, developing an mentoring plans, and recommending classroom improvement
8. Assists in quality assurance and resource development
9. Assists educational staff in planning and implementing successful early learning techniques. Coordinates with centers and staff to schedule mentoring time and assure follow-through.
10. Responsible for ensuring the collection of the non-federal share or "in-kind" required from his/her community.
11. Serves as a spokesperson in the community for WCFD through involvement in public relations activities within the work setting and in the community. Assists with funding presentations and resource development.
12. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
13. Responsible for ensuring the safety of all enrolled children and families while participating in the WCFD programs, including transportation to and from center when required and necessary.
14. Ensures the program is represented to the Child Protection Team.
15. Oversees regular communications with parents/guardians, including a monthly newsletter, electronic communication, memos, etc.
16. Responsible for coordinating with the Family Services Assistant the development and implementation of all parent activities and attends all parent meetings and activities and oversees all parent group functions.
17. Facilitates child and family outreach and recruitment efforts for all WCFD programs, including coordinating Child Find activities.
18. Collaborates with the nurse and Mental Health Consultant to ensure timely support services to children and families.

19. Ensures the center meets all state requirements and specifications for yearly certification.
20. Responsible for ensuring coordination and implementation of all center personnel responsibilities, including childcare scheduling, orientation of new employees to meet state certification and program requirements.
21. Edits a newsletter on center activities for parents.
22. Maintains the confidentiality of program children, families and staff.
23. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
24. Provides emergency care to children and families as appropriate.
25. Must attend required training sessions and meetings.
26. Must perform other duties as assigned by the Board 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 complete an employment physical and TB risk assessment prior to work with children.
- Must complete AHA CPR and First Aid Training 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. Be able to tolerate possible exposure to biohazards, i.e., body fluids, etc.
 - b. Have the ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
 - c. Be able to read gauges on dash of bus and recognize indicator of problems.
 - d. Be able to tolerate possible gas and diesel fumes.
 - e. Be able to tolerate dust and gravel.