



Wyoming Child & Family Development, Inc. is now accepting applications for a Teacher at the Casper Head Start Center. For application/ information please visit [www.wyomingchild.org](http://www.wyomingchild.org) or call 307-266-5480.

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

## WYOMING CHILD AND FAMILY DEVELOPMENT, Inc.

### JOB DESCRIPTION

**TITLE OF POSITION:** TEACHER

**SUPERVISED BY:** Center Coordinator

**GENERAL RESPONSIBILITY:** To provide a developmentally appropriate early childhood education program which will facilitate the growth of children toward the overall goal of social competence and school readiness.

#### MINIMUM QUALIFICATIONS:

- Baccalaureate or advanced degree in Early Childhood Education or a major relating to early childhood education preferred. Wyoming Child & Family will only accept college degrees from accredited institutions recognized by the U.S. Department of Education.
- If the candidate does not have any of these, he or she will need to participate in age-appropriate CDA training to be completed within 180 days. The candidate must also be making progress towards a degree/endorsement as outlined and approved by WCFD’s Executive Director or his/her designee.
- Must be able to work well with 3 - 5 year old children including children with special needs and their families.
- Must be well organized and able to problem solve.
- Must have the interpersonal skills necessary to work with diverse families, community groups and staff.

#### ESSENTIAL FUNCTIONS:

- Provides direct services to children, families and staff in a variety of settings which include classrooms, private childcare facilities, preschools, and family homes.
- Plans and carries out the daily program activities for his/her classroom .
- Creates a developmentally appropriate learning environment.
- Creates educational experiences to provide students the opportunity to encourage school readiness including:
  - Approaches to Learning
  - Creative Arts Expression
  - Language Development
  - Literacy Knowledge & Skills
  - Logic & Reasoning
  - Mathematics Knowledge & Skills

- Physical development & Health
  - Social & Emotional Development
  - Science Knowledge & Skills
  - Social Studies Knowledge & Skill
- Completes all records on program activities, including lesson plans, as required.
  - Responsible for recording the progress of each child in his/her classroom as well as analyzing and utilizing child data to individualize the curriculum as required.
  - Directs the paraeducator in areas where the teacher needs assistance including: preparing classroom materials, recording child progress, or helping individual children in the classroom.
  - Recognizes parents as the child's primary teacher and encourages them to participate in all aspects of the program including: curriculum, trainings, and center activities.
  - Works closely with parents/guardians to develop school readiness goals for each child.
  - Participates in writing and implementing Individual Education Plans (IEP's) for children under his/her care and serves as case manager when appropriate.
  - Seeks to establish friendly, cooperative relationships between the home and the school by exchanging information with parents to serve the best interests of their children.
  - Evaluates the paraeducator in accordance with Wyoming Child and Family Development policy.
  - Demonstrates involvement, interest and advocacy for children in the broader community.
  - Participates in child screenings as appropriate.
  - Possesses classroom management skills including behavior management techniques that are developmentally appropriate.
  - Ensures the safety of all enrolled children and families while participating in WCFD programs.
  - Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
  - Provides emergency care to children and families as appropriate.
  - Maintains the confidentiality of program children, families and staff.
  - Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
  - Follows all policies and procedures of Wyoming Child and Family Development, Inc.
  - Respects the dignity of each enrolled person and treats him/her with fairness and courtesy.
  - Performs other duties as assigned by the Board of Directors 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 and TB test prior to work with children.
- Must have American Heart Association 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 Central Registry and criminal background check each year as well as fingerprinting upon hire and every 5 years.
- Must have a valid driver's license, safe driving record and liability insurance as required by Wyoming State Law. Driving records are reviewed annually.
- Wyoming Child and Family Development requires an initial statement of health from a licensed healthcare provider and a renewed statement every 5 years.

#### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

- Must be able to work with families and children birth through age 5.
- Must possess proper stress management techniques.
- Must possess visual acuity and stamina to read technical material for extended periods of time.
- Be able to sit, stand, or walk for long periods of time without fatigue or discomfort.
- Must be able to travel to site locations, meetings and trainings, both in and out of state.
- Must be willing to drive in a variety of weather conditions.
- Must be able to hear and process ordinary conversation and telephone conversation.
- Must be able to communicate effectively with staff, children, families, and community.
- Must be able to tolerate air-conditioned buildings and fluorescent lights.
- 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.
- Must have upper body strength to lift and carry the equivalent of 50 pounds.
- Must be able to assist a child to safety in case of an emergency.
- Must be able to work in a flexible daily routine and change as required.
- Must be able to work in a variety of temperatures, including hot and cold weather.
- Transportation staff must:
  - Able to tolerate possible exposure to biohazards, i.e., body fluids, etc.
  - Ability to recognize mechanical problems that would require stopping of bus to prevent damage or potential accident while driving.
  - Able to read gauges on dash of bus and recognize indicator of problems.
  - Able to tolerate possible gas and diesel fumes.
  - 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.**