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Position Available:

Wyoming Child & Family Development, Inc. is accepting applications for an Early Head Start Coordinator - 238 days/yr. For application/information: [www.wyomingchild.org](http://www.wyomingchild.org), or 307-836-2751. **“This institution is an equal opportunity provider.”**

WYOMING CHILD AND FAMILY DEVELOPMENT, INC.

### **JOB DESCRIPTION**

**TITLE OF POSITION:** Early Head Start Coordinator

**SUPERVISED BY:** Executive Director

**GENERAL RESPONSIBILITY:** To assist in the planning, direction, and supervision of Wyoming Child and Family Development's Early Head Start and Home Visiting components.

### **MINIMUM QUALIFICATIONS:**

- Bachelor’s degree from an accredited college in Early Childhood Education, Child Development, Human Services, or other related field. Experience and/or training in management, staff supervision and program operations are also preferred. Must have coursework equivalent to a major in early childhood education and experience teaching B-5 children. Wyoming Child & Family will only accept college degrees from accredited institutions recognized by the U.S. Department of Education.
- Must be reliable, organized and detail oriented.
- Must have the interpersonal skills to be able to meet the public and work with program staff.

### **ESSENTIAL FUNCTIONS:**

1. Serves as a member of the agency management team to recommend agency direction and growth. Participates in planning and implementing new program designs, developing expansion plans, and recommending program improvement.
2. Assists other program component staff in planning and implementing the programs of the agency. Assures training and technical assistance is available to assist program coordinators in meeting component goals and program guidelines.
3. 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.
4. Assures that an annual training plan is completed specifically in the Early Head Start Parent, Staff and Developmental Disability areas.
5. Assists in coordinating the training and technical assistance efforts throughout WCFD. Provides training and assistance to staff, parents, and coworkers as required.
6. Supports staff, families and children to be school ready when entering Kindergarten or transitioning to Preschool.
7. Responsible for the implementation and coordination of all curriculum requirements of the program in accordance with Early Head Start/Head Start Performance Standards, state and federal guidelines.
8. Maintains the confidentiality of program children, families and staff.

9. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
10. Respects the dignity of each enrolled person and treats him/her with fairness and courtesy.
11. Ensures the safety of all enrolled children and families while participating in Wyoming Child and Family Development Inc. programs.
12. Develops and implements plans to address weaknesses and out of compliance areas or program improvement.
13. Represents Wyoming Child and Family Development, Inc. in a professional manner.
14. Promotes positive public relations within the work setting and in the community.
15. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
16. Attends required training sessions.
17. Performs other duties as assigned by the Board or its designee.
18. Facilitates child and family outreach and recruitment efforts for all WCFD programs.

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 and TB test prior to work with children.
- Must have AHA 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, including fingerprinting upon hiring 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:**

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.