



Position Available:

Wyoming Child & Family Development, Inc. – Casper Early Head Start is accepting applications for an **EHS Infant Toddler Educator** – 40 hrs./wk. & 238 days/yr. If you are looking for a position that is full of *FUN* and *LEARNING* and seek to be part of a dynamic team, then this is a position for you! Bi-lingual is preferred. All applications must be received by closing date: 7/13/2018. For application/information: [www.wyomingchild.org](http://www.wyomingchild.org), 1-307-473-5831. **“This institution is an equal opportunity provider.”**

WYOMING CHILD AND FAMILY DEVELOPMENT, INC.

**TITLE OF POSITION:** EARLY HEAD START INFANT/TODDLER EDUCATOR

**SUPERVISED BY:** Early Head Start Combination Teacher or Center Based Teacher

**GENERAL RESPONSIBILITY:** To ensure and provide a developmentally appropriate, safe, secure, and stimulating environment for children from birth to three years of age. To assist in the preparation of materials, paperwork, and environment for the smooth integration of EHS center classroom activities and wrap-around childcare services.

**MINIMUM QUALIFICATIONS:**

- Must have a High School Diploma or a G.E.D. and be 18 years of age (state requirements). WCFD will only accept college degrees from accredited institutions recognized by the U.S. Department of Education.
- 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, the Infant/Toddler Educator 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.
- Must have the ability to follow and successfully complete both written and oral directions as necessary.
- Must have interpersonal skills to work with a variety of personality types.

## **ESSENTIAL FUNCTIONS:**

1. Assists in the daily planning and preparation of classroom activities. May prepare materials needed for these classroom lessons or activities.
2. 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.
3. Responsible to assure that appropriate staffing and childcare services are provided during the childcare portion of the day.
4. Implements lesson plans in individual, cooperative, small and large group settings.
5. Assists the teacher in staffing through observation, recording, and reporting on a child's individual progress.
6. Assists in the implementation of a child's Individual Family Service Plan (IFSP).
7. Provides individualized classroom experiences for assigned child(ren).
8. Maintains childcare/socialization areas according to all EHS and DFS requirements.
9. Uses positive verbal and non-verbal communication and interaction skills when working with staff, children, and parents at all times.
10. Works effectively with children with behavior concerns, developmental disabilities, and/or learning impairments.
11. Ensures and provides for the comfort of the children by changing diapers, feeding, rocking, etc.
12. Performs minor first aid duties and routine hygienic care.
13. Ensures the safety of all enrolled children and families while participating in WCFD programs.
14. Communicates effectively with families, staff, and community volunteers as required.
15. Participates in child screenings as appropriate.
16. Assists in all playground activities.
17. Respects the dignity of each enrolled person and treats him/her with fairness and courtesy.
18. Maintains the confidentiality of program children, families, and staff.
19. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
20. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
21. Facilitates child and family outreach recruitment efforts for all WCFD programs, promoting positive public relations within the work setting and in the community.
22. Seeks appropriate additional tasks when work is completed.
23. Participates in recommended training programs.
24. Performs 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 have an employment physical and TB risk assessment 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.