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Position Available:

Wyoming Child & Family Development, Inc. Gillette Center is accepting applications for a Highly Qualified Paraeducator 35 hrs. /wk. – 174 days/yr. Bi-Lingual preferred. Closing date for applications: 9/1/17. For application/information: www.wyomingchild.org, or 307-358-3901 or 307-836-2751. **“This institution is an equal opportunity provider.”**

WYOMING CHILD AND FAMILY DEVELOPMENT, INC.

JOB DESCRIPTION

TITLE OF POSITION: HIGHLY QUALIFIED PARAEDUCATOR

SUPERVISED BY: Special Education Teacher in coordination with Center Coordinator

GENERAL RESPONSIBILITY: To assist the special education teacher in providing an individualized developmentally appropriate early childhood education program. To assist in and guide the overall goal of social competence and school readiness for each child.

MINIMUM QUALIFICATIONS:

- Must have completed at least:
 - 2 years of study at an institution of higher education;
 - obtained an associate’s (or higher) degree; or
 - met a rigorous standard of quality and can demonstrate, through the Praxis ParaPro Assessment
- Knowledge of and the ability to assist in instructing, reading, writing, and mathematics; or
- Knowledge of and the ability to assist in instructing, reading readiness, writing readiness, and mathematics readiness, as appropriate.
- Must be at least 18 years of age (state requirements).
- Must complete 8 hours of training required by WCFD in the areas of curriculum modifications and adaptations, IFSPs/IEPs, and social emotional competency.
- 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 adults and birth to six-year-old children, including those from low-income families and with special needs.

ESSENTIAL FUNCTIONS:

1. Provides direct group and individual specialized instruction under the supervision of the special education teacher, in a variety of settings and weather conditions to children including the classroom, private childcares and preschools, and family homes.
2. Assists the special education teacher in the daily planning and preparation of classroom activities.

3. Maintains class areas in a clean and orderly manner on a daily basis.
4. Uses positive verbal and non-verbal communication and interaction skills when working with staff, students, and parents at all times.
5. Collaborates with staff and special education teacher in developing appropriate IFSP/IEP related activities.
6. Participates in meetings with program staff for the purpose of feedback, evaluation, modification and progress of the enrolled children of the program.
7. Participates in preschool screening activities as designated by the Special Services Coordinator/Area Coordinator/Center Coordinator.
8. Assist in maintaining accurate and complete student records.
9. Assist in collection of data for providing appropriate classroom interventions.
10. Assist in preparation of data for local, state, and federal reports.
11. Shall be supervised at least one time per month by a special education teacher. Supervision shall include face-to-face contact in the ration of one (1) hour of supervision for each thirty (30) hours of paraeducator practice.
12. Maintain written documentation of each supervisory session. The documentation shall be signed by both the highly qualified paraprofessional and the special education teacher.
13. Communicate effectively with staff, children and families.
14. Recruit children and families for program enrollment in accordance with the guidelines established by the US Department of Health and Human Services, Office of Head Start, and WCDF.
15. Perform other related 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 WCDF POLICIES AND PROCEDURES. ALL EMPLOYEES WILL ADHERE TO THE MISSION, VISION, AND VALUES OF WCDF.

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 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:

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.