



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

**Position Available:** Wyoming Child & Family Development, Inc. Guernsey Center is accepting applications for Substitutes. For application/information: [www.wyomingchild.org](http://www.wyomingchild.org), 307-836-2838. **“This institution is an equal opportunity provider.”**

## **JOB DESCRIPTION**

**TITLE OF POSITION:** SUBSTITUTE

**SUPERVISED BY:** Center Coordinator

**GENERAL RESPONSIBILITY:** To replace the regular staff in his/her absence. To provide, as closely as possible, the same successful instructional and learning environment that would exist if the regular staff were in attendance. To provide an individualized developmentally appropriate early childhood education program with the overall goal of social competence and school readiness for each child.

### **MINIMUM QUALIFICATIONS:**

- Minimum of a High School Diploma or G.E.D. and be 18 years of age, with experience working with young children and a Child Development Associate credential preferred.
- Must possess interpersonal skills with both peers and children.
- A TB test, CPR, and First Aid training must be completed within 90 days of hire if the substitute will be working with children 24 hours per month or more. May also have to meet biennium training requirements.
- Must be able to work well with children (ages birth through 5 years of age), including those with special needs, and their families.
- Must have the ability to follow and successfully complete both written and oral directions
- Follows the procedures, rules, and routines of the regular classroom teacher.
- Provides written explanation if plans of the regular teacher were not followed.

### **ESSENTIAL FUNCTIONS:**

1. 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.
2. Adheres to the Childcare Licensure regulations
3. Performs other duties as assigned by the Board or its designee.
4. Facilitates child and family outreach and recruitment efforts for all WCFD programs.
5. Maintains class areas in a clean and orderly manner on a daily basis.
6. Uses positive verbal and non-verbal communication and interaction skills when working with staff, students, and parents at all times.
7. Works effectively with children with behavior concerns, developmental disabilities, and/or learning impairments.
8. Must be able to assume classroom responsibilities as needed.
9. Performs minor first aid duties and routine hygienic care.
10. Provides emergency care to children and families as appropriate.

11. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
12. Follows all policies and procedures of Wyoming Child and Family Development, Inc.
13. Respects the dignity of each enrolled person and treats him/her with fairness and courtesy.
14. Ensures the safety of all enrolled children and families while participating in the WCFD program activities.
15. Performs other duties as assigned by the Board of Directors or its designee
16. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.

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 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.