



“This institution is an equal opportunity provider”

Position Available:

Wyoming Child & Family Development, Inc. Casper Head Start Center is accepting applications for a **Teacher – Combination Program Option** position 40 hrs. /wk. 184 days/yr. For application/information: www.wyomingchild.org, 307-266-5480. Closing Date for applications 2/9/18. **“This institution is an equal opportunity provider”**

JOB DESCRIPTION

TITLE OF POSITION: TEACHER – COMBINATION PROGRAM OPTION

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. Responsible for identifying the needs of each enrolled child and his/her family. With the assistance of other staff members, takes appropriate action to meet those needs and furnish appropriate referrals and follow-up.

MINIMUM QUALIFICATIONS:

- Baccalaureate or advanced degree in Early Childhood Education or a baccalaureate or advanced degree and coursework equivalent to 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 teacher does not have any of these, he or she will need to participate in age-appropriate CDA training to be completed within 180 days and be making progress towards a degree/endorsement, as outlined and approved by WCFD Executive Director or his/her designee.
- Must be able to work well with 3-5 year old children including those with special needs and their families.
- Must be well organized, mature, and able to problem solve.
- Must have the interpersonal skills necessary to work with diverse families, community groups, and staff.
- Must be able to identify and understand the needs of others.
- Must be able to have or to gain knowledge of available services in their community as well as be able to provide families with appropriate information and/or referrals to address the family’s strengths, needs and/or challenges.
- Must have computer skills to complete and submit required paperwork.

ESSENTIAL FUNCTIONS:

1. Plans, prepares, and implements program activities for use in the home for the child and his/her family. Minimum home visits are established according to Head Start program options.
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. Plans and carries out the daily program activities for his/her classroom. Minimum numbers of class sessions are established according to Head Start program options.
4. Creates a developmentally appropriate learning environment.
5. Creates educational experiences to provide students with opportunities 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 & Skills
6. Completes all records on program activities, including lesson plans, as required. The teacher is also responsible for the recording of the progress of every child in his/her program, analyzing and utilizing child data to individualize the curriculum as required.
7. Recognizes parents as the child's primary teacher and encourages them to participate in all aspects of the program, including in the curriculum, home visits, trainings, and center activities.
8. Works closely with parents/guardians to develop school readiness goals for each child.
9. Supports the development of relationships between the children and their families.
10. Completes all records on enrollment and program activities as required by Wyoming Child and Family Development.
11. Responsible for establishing and maintaining child files, ensuring all necessary data is in files and program database.
12. Must keep records up-to date, includes Family Partnership Agreement, family services, In-kind, filing, etc.
13. Works closely with the child's parents to jointly identify individual family needs. With the assistance of other staff members, the teacher is also responsible for meeting those needs or furnishing appropriate referrals and follow up.
14. Participates in child screenings as appropriate.
15. Participates in writing and implementing Individual Education Plans (IEP's) for children under his/her care and serves as case manager when appropriate.
16. Ensures the safety of all enrolled children and families while participating in Wyoming Child and Family Development programs.
17. Respects the dignity of each student as an individual and attempts to gain adequate understanding of his/her needs, interests, abilities, temperament, and environmental influences, as a basis on which to meet his/her needs, and to treat him/her with fairness and courtesy.
18. Seeks to establish friendly and cooperative relationships between the home and the school and exchanges information with parents that will serve the best interests of their children.
19. Demonstrates involvement, interest and advocacy for children in the broader community.
20. Utilizes a flexible work schedule in order to provide home visits at non-traditional work hours.
21. Possesses classroom management skills including behavior management techniques that are developmentally appropriate.
22. Directs the paraeducator in areas where the teacher needs assistance preparing classroom materials, recording a child's progress, or helping individual children in the classroom.
23. Evaluates paraeducator in accordance with WCFD policy.
24. Maintains the confidentiality of program children, families and staff.
25. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
26. Seeks appropriate additional tasks when work is completed.

27. Must use own personal insured vehicle, as needed, unless otherwise stipulated by supervisor.
28. Recruits children for the program with the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
29. 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 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.