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Position Available:

Wyoming Child & Family Development, Inc. Casper Early Head Start Center is accepting applications for a Teacher EHS Full Day - 40 hrs. /wk. 238 days/yr. For application/information: www.wyomingchild.org, 307-473-5831. Closing Date for applications 3/2/18. **“This institution is an equal opportunity provider”**

JOB DESCRIPTION

TITLE OF POSITION: EHS Teacher

SUPERVISED BY: Center Coordinator

GENERAL RESPONSIBILITY:

To provide developmentally appropriate experiences that promote exploration, learning and the formation of secure and trusting relationships for children birth to three years. To partner with parents and support them as their child’s first teacher. To provide developmentally appropriate childcare, and to collaborate with partner agencies throughout the community.

MINIMUM QUALIFICATIONS:

- Prefer a degree in Early Childhood Education, Child Development, Infant Development, Social Work, or a closely related field (must have coursework equivalent to a major in early childhood and experience with infants and toddlers), or a high school diploma or G.E.D. and an Infant Toddler CDA credential with exceptional experience will be considered. WCFD will only accept college degrees from accredited institutions recognized by the U.S. Department of Education.
- An applicant without an Early Childhood degree must earn an Infant/Toddler Child Development Associate Credential (CDA) within one (1) year of hire.
- Must be able to work well with children (ages birth through three years), including those with special needs and their families.
- Must be well organized and have knowledge of developmentally appropriate practices for young children.
- Must be able to provide consistent, primary care that is individualized to meet the needs of each child and family enrolled in the EHS program.
- Must have interpersonal skills to work with diverse families, community members, and staff.
- Teachers who provide home visits must be willing to use their personal vehicle should a company car not be available.

ESSENTIAL FUNCTIONS:

1. Recruits children for the program within the guidelines established by Department of Health and Human Services and WCFD.
2. Promotes public awareness to enhance community partnerships, enrollment, and family participation.
3. Ensures the safety of all enrolled children and families while participating in the WCFD program activities.

4. 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.
5. Plan, prepares and implements classroom experiences and childcare that is developmentally appropriate and individualized to meet the needs of infants and toddlers. Teachers in the 2:2 option provide home visits that are developmentally appropriate and individualized as well.
6. Collaborates with families and community agencies to establish a medical and dental home.
7. Uses screening assessments, interviews, and observation techniques to gain a thorough understanding of each enrolled child and family's current medical and developmental status.
8. Ensures health and positive development through community collaborations and referrals, as necessary.
9. Supervises and evaluates EHS Infant/Toddler Educators and Paraeducators.
10. Utilizes a flexible work schedule in order to provide home visits that meet the needs of enrolled families. (2:2 program option only)
11. Includes the child's family in all aspects of the program.
12. Demonstrates involvement, interest, and advocacy for children in the broader community.
13. Participates in child screenings as appropriate.
14. Possesses positive guidance skills to manage challenging behavior.
15. Performs other duties as assigned by the Board of Directors 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.