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POSITION AVAILABLE: Wyoming Child & Family Development, Inc. – Guernsey Center is now scheduling interviews for a Teacher. This is a full time position with excellent benefits. To take the next step, please send an application to danielle.noggle@wyomingchild.org or call 307-836-2838. For more details on the job description or to retrieve an application, please visit: www.wyomingchild.org. **We look forward to visiting with you! “This institution is an equal opportunity provider”**

WYOMING CHILD AND FAMILY DEVELOPMENT, Inc.

JOB DESCRIPTION

TITLE OF POSITION: 5:5 Center Based Full Day Teacher

SUPERVISED BY: Center Coordinator

GENERAL RESPONSIBILITY: To provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use of assessment and promote children’s progress across the standards described in the *Head Start Early Learning Outcomes Framework: Ages Birth to Five* and applicable state early learning and development standards, including for children with disabilities and dual language learners, as appropriate. To partner with parents and to facilitate in assisting parents to be their child’s first teacher.

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 meet the afore mentioned qualifications, he or she will need to submit an Education Plan for approval, by the Executive Director or his/her designee, detailing the plan to obtain a degree/endorsement in the field of Early Childhood Education. .
- Must be able to work well with 3 - 5 year old children and their families, including those with special needs and those that speak languages other than English.
- Must be well organized and able to problem solve.
- Must have the interpersonal skills necessary to work with diverse families, community groups and staff.

ESSENTIAL FUNCTIONS:

1. Provides direct services to children, families and staff in a variety of settings and weather conditions
2. Plans implements learning experiences that ensure effective curriculum implementation.
3. Creates a developmentally appropriate learning environment.
4. Provides effective and nurturing teacher-child interactions.

5. Effectively uses assessment to guide instruction and promote children's progress across the school readiness standards described in the *Head Start Early Learning Outcomes Framework: Ages Birth to Five*, *Wyoming Early Learning Guidelines*, and *Wyoming Early Learning Foundations*.
6. Possesses classroom management skills including behavior management techniques that are developmentally appropriate.
7. 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 classroom, analyzing and utilizing child data to individualize the curriculum as required.
8. 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.
9. Recognizes parents as the child's primary teacher and encourages them to participate in all aspects of the program, including curriculum, trainings, and center activities.
10. Works closely with parents/guardians to develop school readiness goals for each child.
11. Participates in writing and implementing Individual Education Plans (IEP's) for children under his/her care and serves as case manager when appropriate.
12. 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.
13. Evaluates the Paraeducator in accordance with Wyoming Child and Family Development policy.
14. Demonstrates involvement, interest, and advocacy for children in the broader community.
15. Participates in child screenings as appropriate.
16. Ensures the safety of all enrolled children and families while participating in WCFD programs.
17. Recruits children for the program within the guidelines established by Department of Health and Human Services and Wyoming Child and Family Development.
18. Provides emergency care to children and families as appropriate.
19. Maintains the confidentiality of program children, families and staff.
20. Reports suspected child abuse in accordance with the policies and procedures of Wyoming Child and Family Development, Inc.
21. Follows all policies and procedures of Wyoming Child and Family Development, Inc.
22. Abides by WCFD Standards of Conduct.
23. Performs other duties as assigned by the Board of Directors or its designee.

ALL REQUIREMENTS FOR THIS POSITION WILL MEET THE HEAD START PROGRAM 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 done every 5 years.
- Wyoming Child and Family Development, Inc. requires an initial statement of health from a licensed healthcare provider and a renewed statement 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.

- Must participate in training and professional development to increase knowledge and skill.

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.