

~~Child Development Services of Fremont County, Inc.
P.O. Box 593
Lander, WY 82520~~

JOB TITLE: Classroom Assistant

Salary Range: \$11.50 - \$15.00 per hour

Non-exempt, At-Will position

CREDENTIALS: High School education required

QUALIFICATIONS: Successful experience working with preschool children with developmental delays preferred. CDA certification is preferred. Must be at least 23 years old. Have and keep a current driver's license.

REPORTS TO: Identified supervisor(s) and under the general supervision of the Executive Director.

PERFORMANCE RESPONSIBILITIES:

Maintains confidentiality with all aspects of our program, including client files.

Work with staff to implement county child find procedures.

Prepare and duplicate instructional materials.

Provide toileting, feeding and other specialized physical activities.

Perform direct instruction to children from programmed outlines (included individual and group instruction).

Observe, collect and record data as required.

Assist with classroom activities as required.

Maintain classroom cleanliness daily

- Maintain all floors (vacuum, mop, etc.)
- Dust countertops, work surfaces, baseboards, door casings and behind shelves
- Clean all bathroom sinks, toilets daily
- Empty classroom garbage daily
- Clean and sterilize all tables and child work areas after each class
- Maintain laundry for your classroom use
- Sanitize toys weekly

Maintain inventory of all classroom materials.

Assist with bussing, driving vans, and assisting children on bus routes as needed

Keep PASS and Safe Driving requirement current.

Maintain necessary STARS hours for the Department of Family Services (DFS) requirements

Substitute for other staff when requested.

Maintain and increase professional growth through attendance at various workshops and in-services relating to the profession, as well as keeping abreast of new literature in the field.

Maintain regular and continuous liaison with the Executive Director to keep them informed of significant events in the program, staffings, and personnel, community and family issues.

Be responsible for maintaining the general cleanliness and upkeep of the physical facility and equipment and notify the Executive Director of the need for additional attention to repairs or maintenance.

Adhere to the established policies, procedures and regulations of the facility.

Be an advocate for children and families.

Provide other related assistance by the supervisor and Executive Director.

Other duties as assigned by the Executive Director.

CONTRACT TERM: ***Negotiable by Child Development Services Board of Directors***

EVALUATION: *As per Child Development Services policies and procedures*