



# WOOD COUNTY HEAD START®, INC.

## INTERNAL/EXTERNAL JOB POSTING-J70-23 INFANT/TODDLER ASSISTANT- WISCONSIN RAPIDS

### ***COVID VACCINATION WILL BE REQUIRED (Exemptions will be considered by HR)***

- ◆Primary responsibility is to help in the classrooms when needed. This position will also include cleaning the classroom at the end of the day and preparing them for the next day.
- ◆Prefer knowledge of infant/toddler development with a desire to take Early Childhood courses or CDA (Child Development Associate). We are willing to train the right candidate
- ◆This position is approximately 30-40 hours a week, Monday through Friday, 12 months a year. \$12.02-12.82/hour (more wage increases expected) depending on training and experience.
- ◆Wood County Head Start promotes further educating our staff with monthly trainings as well as provides a tuition reimbursement option for dedicated staff.
- ◆Benefits include **health insurance, retirement, vacation, personal and sick time.** Wood County Head Start promotes a well-balanced work-to-home aspect with a very flexible work schedule.

#### *To Apply:*

The required application packet can be picked up at:  
Wood County Head Start, Inc.  
1011 8<sup>th</sup> Street South  
Wisconsin Rapids, WI 54494

Email a request for an application: [wchs@woodcoheadstart.org](mailto:wchs@woodcoheadstart.org)

**DEADLINE: Open until filled.**  
An **application** is required and must be received  
at the Administrative Office.

An Equal Opportunity Employer

# WOOD COUNTY HEAD START, INC.

**Position: Infant/Toddler Assistant**

**Reports To: Infant/Toddler Lead Teacher**

**Status: Hourly**

**Date: July 2022**

**Summary:** The primary responsibility of the Infant/Toddler Assistant is to float between classrooms to help when needed. This position will also include cleaning the classroom at the end of the day and preparing them for the next day. This position is part-time, 12 months a year. Assignment of position location may change during the year based on the needs of the agency.

**Essential Duties and Responsibilities:** *Other duties may be assigned.*

- ◆ It is the responsibility of every employee to help provide a nurturing, positive and supportive environment for all children by:
  - ◆ Providing positive and soothing interactions.
  - ◆ Guiding children using positive statements. NEVER use ridicule or judgmental or harsh statements.
  - ◆ Any staff member witnessing another staff member exhibiting confrontational behaviors, techniques or statements towards children will be reported immediately to their direct supervisor or members of management.
- ◆ Oversee the outdoor and indoor play areas to ensure children's safety.
- ◆ Assist all children at mealtimes.
- ◆ Preparing, serving, feeding formula, breast milk and other foods on an on demand basis and recording amounts on meal count forms.
- ◆ Handle day to day classroom operations.
- ◆ Attend required meetings and trainings.
- ◆ Provide day-to-day support and work with staff to ensure maximum performance that supports Head Start's philosophy and achieves Head Start's mission, goals, and objectives.
- ◆ Maintain confidentiality regarding information about children, family, and staff.
- Comply with agency policy and state law regarding the reporting of suspected child abuse/neglect. Mandatory reporter of suspected child abuse/neglect.
- Maintain relationships with parents/families to be able to provide valuable experiences and services.
- Work cooperatively with center coordinator.
- Work cooperatively with all center staff to meet the day to day needs of the center.
- Manage children's behavior using Head Start philosophy and methods of child guidance.
- Participate in center and classroom cleaning duties for end of day, preparing for the

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Infant/Toddler Assistant

following day.

- Keep inventory of classroom supplies and materials (e.g. laundry soap, disinfectants).
- Flexibility in working irregular or extended working hours.

**All employees** must report to the HR coordinator any known convictions, pending charges or other offenses of the licensee or child care center employees which could potentially related to the care of children

**Education/Knowledge and/or Experience:**

Prefer knowledge of infant/toddler development with a desire to take Early Childhood courses.

**Special Employment Requirements:** Must pass criminal records check from the Wisconsin Department of Justice, initially and on an annual basis. Complete a background information disclosure form prescribed and provided by Day Care Licensing that affirms that the employee has not been convicted or is not the subject of a pending criminal charge as specified. A physical exam and TB screening is required at the time of hire and also is required to be periodically updated as stated in the Personnel Handbook. Must hold a valid driver's license and have use of a dependable automobile covered by insurance. Complete Shaken Baby Syndrome Prevention training and CPR/1st Aide certification. Understand, interpret, explain and comply with applicable laws, regulations and policies regulating family services, reporting and recordkeeping.

**Language Skills:**

Ability to read and comprehend instructions, short correspondence and memos. Ability to write correspondence and effectively present information in one-on-one and small group situations to staff and parents.

**Mathematical Skills:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to define problems, collect data, establish facts and draw valid conclusions.

**Other Skills and Abilities:**

Ability to work with diverse personalities and populations. Ability to operate a personal computer. Ability to work independently and be self-motivated. Ability to keep high level of confidentiality. Ability to work as a team. Ability to juggle various duties with moderate interruptions.

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**Physical Demands:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Constant walking with frequent standing. Sitting on the floor and on small children's chairs is occasional but essential. Sprinting or running and the ability to lift over 50lbs. are occasionally essential. Frequent reaching forward and squatting, stooping and kneeling are necessary. Reaching above the head and bending or twisting at the trunk more than the average person is essential occasionally. Bending or twisting at the neck and repeating the same hand, arm or finger motion many times is occasional. Climbing stairs and the ability to drive a car are occasional but essential. Use of arms and hands are needed frequently for finger dexterity and manual dexterity is occasionally essential.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Working inside is constant with frequent work outside. Working in temperatures below 32 degrees is frequent while working in temperatures above 100 degrees is occasional. Exposure to sunlight is frequent. Walking on slippery surfaces is occasional. Working in confined spaces and/or cramped body positions is occasional and working in loud noise areas is occasionally essential. Risk of being bitten by animals or insects is occasional. Risk of being bitten by children is also occasional. Exposure to infection (greater than the average person) is constant. Exposure to gases and fumes, solvents, degreasers, pesticides, and herbicides is occasionally essential. Exposure to environmental allergens such as grasses, weeds, pollen and trees is occasional. Meeting deadlines with severe time constraints and working irregular or extended work hours is frequent.

The need for good depth perception and seeing objects/persons at a distance is constant. Seeing close work such as typed or handwritten material is frequent, while being able to tell differences among color is occasional. The ability to hear conversations in a noisy environment is constant and hearing conversations in a quiet environment is frequent. The ability to tell where a sound is coming from is constant and hearing the differences among bells, buzzers, beeps, horns, etc. is frequent. Communicating through speech is constant.

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Infant/Toddler Assistant