

# Town of Pine Bluffs

**JOB TITLE:** DAY CARE PRESCHOOL/INFANT ASSISTANT

**CLASSIFICATION** NON EXEMPT POSITION

**DEPARTMENT:** Day Care

**SUMMARY:** Under general direction from the Day Care Director, plans, administers the infant care programs for the Town. This position exercises independent judgment and discretion in the daily functions of the Pine Bluffs Day Care; and performs related duties as assigned.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

**DUTIES AND RESPONSIBILITIES:** (which are **not** in any hierarchical order)

1. Assists in the implementation and as necessary facilitates various preschool and infant care related programs, activities and special events
2. Prepares reports and management logs as necessary to ensure compliance with all local, state and federal regulations.
3. Reviews and makes recommendations regarding the Town's procedures as related to Day Care facilities and programs.
4. Coordinates services with other units of the Town government, State and County, and private organizations.
5. Is required to obtain 30 hours in continuing education per biennium. Areas of competencies include: Health, Nutrition and Safety, Guidance and Discipline, The Active Learning Environment, Child Growth and Development, Family Relationships, Program Management, Professionalism and Uniqueness and Cultural Awareness. These must include trainings in blood borne, sanitation, fire safety, child abuse, CPR, and First Aide.
6. Performs other related duties as required and assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of local, state and federal laws concerning preschool instruction, curriculum, and operations.
- Knowledge of Town Charter, codes, ordinances, rules and regulations.
- Knowledge of Wyoming Public Records laws.
- Knowledge of the organization and functions of elected officials, appointed boards and commissions.
- Skill in using computer with a Microsoft operating system.
- Skill in both verbal and written communication.
- Skill in applying appropriate public relations techniques as situations warrant.
- Skill in prioritizing and managing multiple tasks and projects simultaneously.
- Ability to establish/maintain effective working relationships with those contacted in the course of work.
- Ability to express ideas clearly when providing oral and written reports and recommendations.
- Ability to develop programs which meet the needs of all citizens of the community.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:** A High School Diploma or GED. One (1) year of progressive experience in implementing infant and preschool care, and operations or related fields. Excellent interpersonal and communication skills and knowledge of state, local, and federal regulations and requirements are a must. An equivalent combination of education, experience and training may be substituted for minimum requirements. Applicants must be able to pass a background check successfully and have appropriate State Certifications if required.

**LANGUAGE SKILLS:** The applicant must have the ability to prepare and maintain required records of operation and excel in oral and written communications.

**REASONING ABILITY:** The applicant must be able to organize and develop and maintain good personal relationships with others. The applicant must be able to read edit and prepare reports instructions, letters, memos, and financial reports.

**OTHER SKILLS AND ABILITIES:**

- Ability to establish and maintain effective working relationships with supervisor, subordinates, officials, representatives of other agencies and the general public.
- Ability to work with all the age groups and must be able to provide care for the proper age group.
- All staff must be prepared to help prepare and serve meals and snacks according to CACFP guidelines.
- Computer proficiency in MS computer software and standard database software is required.

**WORK ENVIRONMENT/ADA:** Work involves light to strenuous activity. There is frequent need to stand, stoop, walk, run, swim, sit, lift objects, and perform other similar actions during the course of the workday. The Town of Pine Bluffs promotes a drug/alcohol-free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. This position may also require the use of Town vehicles on Town business. Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.

**Lifting:** 10 - 45 Pounds  
**Environment:** Inside or outside in various weather conditions  
**Hearing:** Normal Noise Levels

\*Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.