



Job Description
4K Wrap Group Leader
WISCONSIN YOUTH COMPANY

Reports to: Assigned 4K Wrap Lead Teacher

FLSA status: Non-exempt

Job status: Full-time, 35-40 hours per week, school year

Work schedule: Monday through Friday

POSITION SUMMARY: The 4K Wrap group leader supervises and engages with children in grades 4K-5 during before school and 4K wrap programs. The group leader is responsible for guiding their group of children and supporting the 4K Lead Teacher in the program by helping with daily tasks such as snack preparation, lesson plan support and leading activities.

PRIMARY TASKS: to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

MAINTAIN A DEVELOPMENTALLY APPROPRIATE ENVIRONMENT

- Maintain all state licensing and internal risk management practices as they relate to all aspects of the environment
- Implement all accreditation standards as identified on yearly action plans and under the direction of the site supervisor
- Carry out applicable plan of correction(s) submitted to Department of Children and Families under the direction of the site supervisor
- Administer developmentally appropriate curriculum prepared by the site supervisor
- Facilitate an inclusive environment for all children and families during program hours
- Maintain proper physical set up and clean-up of program space on a daily basis

CULTIVATE POSITIVE INTERACTIONS

- Consistently engage with children during program
- Maintain eye level communication when speaking to children
- Engage in respectful developmentally appropriate conversations with children
- Communicate with family in an appropriate and professional manner

PERFORM ADMINISTRATIVE RESPONSIBILITIES

- Maintain all accident reports in addition to other paperwork assigned by the site supervisor
- Ensure proper daily log of work hours through phone, online or phone app timekeeping system
- Participate in all required meetings and trainings
- Provide all required documentation for personnel file in a timely manner

COMPETENCIES

A qualified and successful employee in this position must effectively and continuously demonstrate the following:

- **Teamwork** – build effective relationships, engage in team meetings, and act in an ethical and mature manner.
- **Communication** – ability to cultivate and maintain positive relationships with children, families, school personnel and others by using excellent verbal, interpersonal and decision-making skills.
- **Organization** – demonstrate outstanding organization and time management daily.
- **Reliability** – follow assigned work schedule commitment and job expectations with a positive behavior.

Skills & Abilities

Education: High school diploma or GED, course work in child development, elementary education, physical education or other child-related field preferred

Experience: Work with school age children in and out of school time environment(s), DCF state licensing and YoungStar preferred

Certificates & Licenses: State of Wisconsin Registry Certificate, First Aid Certificate, CPR Certificate

Physical Demands			Lift/Carry	
Stand	F (Frequently)		10 lbs or less	C (Constantly)
Walk	F (Frequently)		11-20 lbs	F (Frequently)
Sit	O (Occasionally)		21-50 lbs	O (Occasionally)
Use of Hands, Movement of Fingers	F (Frequently)		51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)		Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)		Push/Pull	
Climb	O (Occasionally)		12 lbs or less	F (Frequently)
Crawl	O (Occasionally)		13-25 lbs	F (Frequently)

PHYSICAL DEMANDS:

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The % of physical activity will remain relative to the amount of hours worked during regular program and non-school day programs.

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee’s ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.

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