



## Job Description 4K Wrap Lead Teacher

### WISCONSIN YOUTH COMPANY

**Reports To:** Assigned site supervisor

**Job Status:** 40 hours per week

**FLSA Status:** Non-exempt

**Work Schedule:** Monday through Friday, before/after school hours dependent upon location

**POSITION SUMMARY:** The 4K Wrap Lead Teacher is responsible for the daily operations of their assigned 4K wrap program. Additionally, the lead teacher assists the site supervisor during either before or after school hours. Responsibilities include lesson planning and implementation for children as well as fostering positive relationships with children, families and school personnel. This position also requires assisting the site supervisor in the day-to-day operations of a before or after school program.

**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.

#### **CREATE AND MAINTAIN DEVELOPMENTALLY APPROPRIATE ENVIRONMENT DCF 251.07(1)(a)**

- Follow all tracking procedures for children at all times during program hours.
- Maintain and follow all state licensing rules, YoungStar standards and internal risk management practices as they relate to all aspects of the environment and safety.
- Implement developmentally appropriate curriculum.
- Provide an engaging, physically and emotionally safe and inclusive environment that encourages play, exploration, and learning among all ages and levels of development.
- Follow all accreditation standards (if applicable) as identified on yearly action plans and under the direction of the site supervisor.
- Follow any plan of correction submitted to Department of Children and Families with the oversight of site supervisor.
- Maintain all health and wellness standards of Wisconsin Youth Company Company, YoungStar and Department of Children and Families.
- Follow through on all actions that help to provide an inclusive environment for all children, families during program hours.
- Set-up program space to be developmentally appropriate on a daily basis.
- Assist with set-up and break-down of program space on a daily basis.

#### **ADMINISTRATIVE DUTIES**

- Maintain all medical/behavior logs and accident reports in an accurate manner. DCF 251.04(6)(c)
- Ensure proper daily logging of your timesheet.
- Attend all required meetings and trainings
- Submit weekly reports to site supervisor and assigned program manager
- Complete developmentally appropriate curriculum and daily schedule

#### **RELATIONSHIPS WITH CHILDREN, FAMILIES AND OTHER STAFF**

- Ensure that staff is consistently and appropriately engaged with children during program.
- Engage with families daily.
- Ensure all staff speak with children at eye level.

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- Ensure all staff engage in respectful, developmentally appropriate conversations with children.
- Provide a supportive environment in which children and youth can learn and practice appropriate and acceptable behaviors.
- Ensure confidentiality of information for all staff, children and families.

**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.
- **Leadership:** Coach and develop employees to grow their skills and abilities.
- **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 AND ABILITIES**

- **Education:** AA or BA in Child development, BA Social Work, BA Education, state-approved courses.
- **Experience:** Experience working with school age children in an out-of-school time environment
- **Computer Skills:** Basic Microsoft Word, email, internet knowledge
- **Certificates and licenses:** State of Wisconsin Registry Certificate

| Physical Demands     |                  |  | Lift/Carry       |                   |
|----------------------|------------------|--|------------------|-------------------|
| Stand                | F (Frequently)   |  | 10 lbs or less   | F (Frequently)    |
| Walk                 | F (Frequently)   |  | 11-20 lbs        | F (Frequently)    |
| Sit                  | O (Occasionally) |  | 21-50 lbs        | O (Occasionally)  |
| Handle               | O (Occasionally) |  | 51-100 lbs       | O (Occasionally)  |
| Reach Outward        | O (Occasionally) |  | Over 100 lbs     | N (No Applicable) |
| Reach Above Shoulder | O (Occasionally) |  | <b>Push/Pull</b> |                   |
| Climb                | O (Occasionally) |  | 12 lbs or less   | F (Frequently)    |
| Crawl                | O (Occasionally) |  | 13-25 lbs        | F (Frequently)    |
| Squat or Kneel       | F (Frequently)   |  | 26-40 lbs        | F (Frequently)    |
| Bend                 | F (Frequently)   |  | 41-100 lbs       | O (Occasionally)  |

**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.

**Wisconsin Youth Company is an Equal Employment Opportunity and Affirmative Action Employer**