



Job Description Before & After School Site Supervisor WISCONSIN YOUTH COMPANY

Reports to: Assigned program manager

FLSA status: non-exempt

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

Work schedule: Monday through Friday

Positions supervised: Group leaders and 4K teachers if applicable

POSITION SUMMARY: The site supervisor is responsible for the daily operations of their assigned before and after school program. Responsibilities include lesson planning for children in grades 4K-5, managing a staff team, purchasing program materials, managing a monthly budget, and ensuring program quality standards are met.

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 A DEVELOPMENTALLY APPROPRIATE ENVIRONMENT

- Ensure an engaging, physically and emotionally safe and inclusive environment
- Encourage play, exploration and learning among all ages and levels of development
- Maintain all health and wellness standards of Wisconsin Youth Company Company, YoungStar and Department of Children and Families
- Maintain all state licensing and internal risk management practices as they relate to all aspects of the environment
- Maintain proper physical set up and clean-up of program space on a daily basis
- Implement all accreditation standards as identified on yearly action plans
- Implement developmentally appropriate curriculum
- Implement systems for tracking of all children at all times during program hours
- Implement applicable plan of correction(s) submitted to Department of Children and Families as developed by the site team, program manager and risk management director.

CULTIVATE POSITIVE INTERACTIONS

- Ensure that staff and self are consistently engage with children during program
- Ensure that staff and self-maintain eye level communication when speaking to children
- Ensure that staff and self-engage in respectful developmentally appropriate conversations with children
- Ensure that staff and self-communicate with family in an appropriate and professional manner

SUPERVISE ASSIGNED SITE STAFF

- Provide onsite orientation to new site staff
- Assess, coach and help to develop each staff member's skills and abilities
- Implement action plans to ensure that staff are consistently responding to individual differences in development, temperament, and cultures of children while maintaining a positive emotional environment
- Ensure all group leaders are following licensing, accreditation, and Young Star requirements while maintaining internal risk management practices
- Ensure all communication from administration is communicated with site staff in a clear, consistent and timely format
- Conduct weekly meetings with site staff to ensure the overall quality of the daily operation of the program

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PERFORM ADMINISTRATIVE RESPONSIBILITIES

- Adhere to all defined due dates and if applicable deliver to administrative office
- Transport materials needed to assigned program location
- Shop for program supplies for program activities for before school, after school and 4k wrap, if applicable
- Track receipts and usage of site credit card for program materials and needs per guidelines
- Maintain accurate medical and behavior logs and accident reports
- Attend and participate in all required meetings and trainings
- Maintain accurate monthly paperwork required by administrative office
- Ensure proper daily log of work hours through phone, online or phone app timekeeping system

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 & ABILITIES

Education: associate’s or bachelor’s degree, course work in early childhood education I and II or school age equivalent OR 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	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)		Push/Pull	
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.

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