



Job Description

Waukesha Float Lead Teacher

WISCONSIN YOUTH COMPANY

Reports to: Program Manager

FLSA status: non-exempt

Job status: Full time, 40 hours per week, year round

Typical Work Schedule: Monday through Friday with occasional evenings and weekends. School Year: 6:30 a.m. - 3:30 p.m./ Summer: 11 a.m. - 6 p.m. Exact hours vary depending on program assignment.

Positions Supervised: school year: group leaders/ summer: day camp counselors

POSITION SUMMARY: The float lead teacher plays a vital role in supporting out-of-school-time programs in Waukesha County through direct program support and administrative duties. The float lead teacher is a member of the program team and will have responsibilities of supporting and substituting within before school, 4k wrap, summer programs and occasionally after school. Program locations vary by day and if a location is not assigned, the individual is on-call during regularly scheduled hours. This individual may work as a site supervisor, 4k lead teacher, group leader, camp director or counselor. Administrative duties include office management, clerical duties, support of registration, and quality improvement projects.

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.

Site Management

- Manage various program locations according to established procedures and expectations.
- Maintain timely and accurate site records, including program, fiscal and staff records.
- Provide updates to immediate supervisor and other administrative staff relating to but not limited to risk management, personnel, process improvement, programming, etc.
- Attend weekly meetings.
- Develop and maintain positive relationships with school staff and other members of the site community.
- Assure the safety of all children and staff at the site through the implementation of established risk management procedures.
- Serve as the site health supervisor responsible for medication management, medical and behavior logging and reporting, and accident/injury response.
- Develop and execute site-specific systems and procedures to support the effective operation of the site.
- Implement any plan of correction submitted to Department of Children and Families as developed by the site team and approved by the program director.
- On-site personnel management as needed.

Maintain 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, American Camp Association, 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 an inclusive environment for all children and families during program hours
- Maintain proper physical set up and clean-up of program space
- Maintain systems for tracking all children at all times while supporting programs

Program Team Responsibilities

- Attend bi-weekly program team meetings
- Support, lead and attend staff training
- Participate in program improvement tasks as time allows
- Maintain a clean and organized office environment including but not limited to: regular vacuuming, cleaning out the fridge as needed, taking out the trash and recycling

Cultivate Positive Interactions

- Consistently engage with children during program
- Engage in respectful developmentally appropriate conversations with children
- Communicate with families in an appropriate and professional manner
- Maintain respectful and positive working relationships with Wisconsin Youth Company employees and community partners

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)

Computer Skills: Basic Word Processing and Email, experience working with Microsoft Office

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

Other Requirements: Access to a vehicle for supply and equipment acquisition and transportation to program sites.

Physical Demands			Lift/Carry	
Stand	F (Frequently)		10 lbs or less	F (Frequently)
Walk	F (Frequently)		11-20 lbs	F (Frequently)
Sit	F (Frequently)		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 (No 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)
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