

## **WRAP-AROUND PROGRAM**

---

**TITLE:** WRAP AROUND GROUP LEADER

**REPORTS TO:** Wrap-Around Site Coordinator  
Wrap-Around Program Supervisor

**QUALIFICATIONS:**

1. High School Diploma required
2. Minimum 3 years experience in before/after care program desired
3. Criminal History Background Check

**JOB GOAL:** Responsible for implementing and supervising a developmentally appropriate childcare program.

**PERFORMANCE RESPONSIBILITIES:**

1. Adhere to policies and procedures in a pro-active manner, making the safety and care of children your primary focus.
2. Effectively implement and oversee daily activities as scheduled.
3. Provide supervision to children at all times; serving as a positive role model.
4. Build a positive relationship with each before/after-school participant in your care, and foster positive connections between participants.
5. Conduct yourself as a professional and representative of the Wall Township Public Schools with school staff, parents, children, and anyone else with whom you come in contact in your role.
6. Maintain an organized, clean and safe learning and recreational environment for program areas.
7. Supervise all childcare staff, adhere to and enforce Wall Township Board of Education policies and procedures and New Jersey regulations and ensure safety and age appropriateness of all activities.
8. Complete accurate daily time sheets.
9. Inspect on a daily basis all facilities, equipment, and supplies and be sure all are accounted for and put away at the end of the day.
10. Inspect classroom/space at the beginning of each session and at then end of each session and provide Site Coordinator with daily room check in log.
11. Ensure parental compliance with daily sign-in/sign-out sheets.
12. Immediately report all behavior and health related issues that occurs to the Site Coordinator.
13. Complete accident, injury, and behavior reports when necessary.
14. Obtain and maintain current first aid, CPR, AED, and epi-pen certification.
15. Keep a consistent head count on all children present in your group.
16. Perform other duties as requested by the Site Coordinator, Program Supervisor, or the Director of Curriculum & Instruction.

**TERMS OF EMPLOYMENT:**

This job description shall be subject to and consistent with the terms and conditions of the bylaws, the policies and the regulations of the Wall Township Board of Education.

**EVALUATION:**

Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel and New Jersey Administrative Code.

**APPROVED:**

June 16, 2015