

## **WRAP-AROUND PROGRAM**

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**TITLE:** WRAP AROUND SITE COORDINATOR

**REPORTS TO:**

1. Wrap-Around Program Supervisor
2. Director of Curriculum & Instruction

**QUALIFICATIONS:**

1. Minimum 5 years teaching experience desired but not required
2. NJ Teaching Certification required
3. Criminal Background History Check

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

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the Wrap-Around Program Supervisor in the organization, coordination and plans for the building-based wrap-around programs.
2. Assists the Wrap-Around Program Supervisor in the selection of instructional supplies and equipment.
3. Responsible for daily operations at program sites.
4. Coordinate planning and implementation of daily program, including all activities.
5. Provide leadership and supervision to childcare staff and children at all times; serving as a positive role model.
6. Plan, implement and supervise a developmentally and academically appropriate program that meets the social, emotional and behavioral needs of the children.
7. Maintain an organized, clean and safe learning and recreational environment for the building.
8. Assist the Wrap-Around Program Supervisor to develop and maintain monthly calendar of activities for distribution to parents.
9. 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.
10. Develop and consistently maintain appropriate and professional communication with parents.
11. Maintain accurate daily attendance sheets.
12. Maintain accurate weekly record of information & log book.
13. Manage and control inventory of equipment and supplies.
14. Ensure parental compliance with daily sign-in/sign-out sheets.
15. Address any behavior and health related issues that arise and inform Wrap-Around Program Supervisor of any instances.
16. Ensure staff is maintaining a healthy and supportive environment for students.
17. Communicate with school personnel to ensure a positive working relationship.
18. Work extra hours in an emergency situation.
19. Report all relevant information to the Wrap-Around Program Supervisor in a timely fashion.
20. Complete accident, injury, and behavior reports when necessary.
21. Participate in the orientation new staff members.
22. Obtain and maintain current first aid, CPR, AED, and epi-pen certification.
23. Keep a consistent head count on all children present at site; communicate changes with all other staff.
24. Perform other duties as requested by the Wrap-Around Program Supervisor or 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