MONONA GROVE
SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	4K Wrap Care Assistant Child Care Provider
Department / Location:	Wrap Child Care / Taylor Prairie
Reports to:	4K Wrap Child Care Coordinator
Employees Supervised:	None
Classification:	School year
Status:	Non-exempt
Created / Revised:	August 2025
Board Approved:	N/A

Position Summary

The 4K Wrap Care Assistant Child Care Provider supports the lead child care provider and program coordinator in providing a safe, nurturing, and educational environment for children enrolled in the 4K Wrap child care.

Essential Functions and Responsibilities

1. Assist to present lessons and activities in a fun and engaging manner and promote play-based, interactive learning within a positive classroom culture.
2. Work collaboratively as part of a team.
3. Establish and maintain rapport and mutually trusting relationships with children and families to ensure an effective learning atmosphere.
4. Engage in positive and effective communication with children, families, and staff.
5. Work in a supportive and collaborative manner with colleagues and supervisors.
6. Establish a safe and positive learning environment.
7. Develop and enrich professional skills and knowledge by attending professional development opportunities.
8. Attend work regularly.

Knowledge, Skills and Abilities

1. Excellent verbal and written communication skills.
2. Ability to contribute in a collaborative team environment.
3. Knowledge of and experience with Conscious Discipline and training in Nonviolent Crisis Intervention preferred.

Working Conditions

1. Indoor and outdoor environment
2. Environment may be loud at times

Physical Requirements

1. Ability to lift a minimum of 30 pounds.
2. Providers must be able to assume postures in low levels to interact with children on their level, which includes crouching, kneeling, or sitting on the floor.
3. Ability to see and hear well enough to keep children safe.
4. Engage in physical activity with children, such as running, jumping, and playing.
5. The job involves working both indoors and outdoors in various weather conditions. Providers must be able to supervise and participate in outdoor play, which may include enduring temperature extremes.
6. Must have the physical capacity to respond to emergencies swiftly.

Education and Experience

1. High school diploma or equivalent required
2. Experience in childcare or preschool environments is preferred.
3. Experience working with diverse learners and supporting culturally responsive practices.

Licenses and Certifications

1. CPR Certification preferred
2. Child Development Associate Certification preferred

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.