



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

Position Description

Position Title:	4K Wrap Care Child Care Coordinator
Department / Location:	Wrap Child Care / Taylor Prairie
Reports to:	Building Principal
Employees Supervised:	4K Wrap Care Child Care Staff
Classification:	210 day
Status:	Exempt
Created / Revised:	September 2026
Board Approved:	N/A

Position Summary

The Wrap-Around Childcare Program Coordinator oversees and manages the day-to-day operations of the District's wrap-around childcare program. The Wrap-Around Childcare Program Coordinator will oversee the coordination of education programs that comply with local and federal regulations, ensure that facilities are maintained, hire, manage and support Program staff, and manage the Program's budget and financial affairs.

Essential Functions and Responsibilities

1. Co-plan and implement activities for the children in the program to ensure a safe, happy, and stimulating environment. The Program should include activities to promote the creative, intellectual, social, emotional, and physical growth of each child attending the program.
2. Maintain that children are supervised at all times.
3. Organize room layout and equipment, so that it is appealing to children.
4. Follow health guidelines as required by the Monona Grove School District.
5. Ensure the Program spaces are maintained in a clean, orderly, and safe condition.
6. Oversee implementation of the daily food program to meet children's nutritional needs, including accommodation of dietary restrictions and food allergies.
7. Maintain appropriate staffing levels to accommodate children enrolled in the program.
8. Ensure safety of children and complete incident reports as appropriate.
9. Monitor family enrollment to ensure attendance and fiscal information is accurate.
10. Provide training and support to Program staff on preventing and managing children's behaviors.

11. Plan and coordinate staff meetings to promote ongoing communication.
12. Hire, train, schedule, and supervise employees to ensure quality of teaching methods and support for program goals.
13. Orient new children and caregivers to the program.
14. Works in classrooms as a provider on a regular basis and organizes substitutes to cover in the event of absences.
15. Attend work regularly.
16. Perform other duties as assigned

Knowledge, Skills and Abilities

1. Demonstrated ability to empower a diverse population of learners and families.
2. Knowledge of child development guidelines; childcare food guidelines; and reporting requirements.
3. Knowledge of basic child psychology.
4. Effective writing skills, including ability to edit and compose clearly written documents.
5. Ability to establish and maintain effective relationships with staff, students, and families.
6. The ideal candidate will demonstrate the following:
 - a. Passionate about student learning.
 - b. Anti-bias, anti-racist educator.
 - c. Proactive communicator and relationship builder.
 - d. Reflective learner.
 - e. Resilient, resourceful collaborator.

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. Associate's degree with 24 semester units in Early Child Development or related field required. Bachelor's degree in Child Development or related field preferred.
2. Experience teaching young children in a group setting, preferred.
3. Experience supervising adults, preferred.

Licenses and Certifications

1. Obtain and maintain a current certificate for Cardiopulmonary Resuscitation (CPR) for infant and child, within 6 months after beginning work.

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.