



WALL TOWNSHIP PUBLIC SCHOOLS

TITLE: ASSISTANT SUPERVISOR – WRAP PROGRAM

REPORTS TO: WRAP Program Supervisor

QUALIFICATIONS:

1. High School Diploma or equivalent training
2. Minimum of two (2) years' related work experience
3. Criminal Background History Check
4. First Aid, CPR, AED, and Epi-pen certification.

JOB GOAL: Assist the WRAP Program Supervisor in planning and supervising a developmentally appropriate childcare program.

PERFORMANCE RESPONSIBILITIES:

1. Assist the WRAP Program Supervisor in the organization, coordination, and plans for the building-based WRAP Programs.
2. Assist the WRAP Program Supervisor in the selection of instructional supplies and equipment.
3. Assist the WRAP Program Supervisor in coordinating, planning, and implementation of daily program; including all activities.
4. Provide leadership and supervision to childcare staff and children at all times; serving as a positive role model.
5. Maintain appropriate and professional communication with parents.
6. Maintain accurate daily attendance sheets.
7. Manage and control inventory of equipment and supplies.
8. Address any behavior and health related issues that arise and inform the WRAP Program Supervisor of any instances.
9. Assist the WRAP Program Supervisor in the completion of accident, injury, and behavior reports when necessary.
10. Participate in new staff orientation.
11. Perform other duties as required by the WRAP Program Supervisor.

TERMS OF EMPLOYMENT: This job description shall be subject to and consistent with the terms and conditions of the Bylaws, Policies, and Regulations of the Wall Township Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board of Education policy on evaluation of non-certified personnel.

APPROVED: October 13, 2026