

# ***A+ ENRICHMENT LEADER***

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*Wautoma Area School District*  
Approved (7/9/18)

**SUMMARY:** A+ Enrichment Leaders implement afterschool programs with groups of school-age youth under the direction of the Site Coordinator.

## ***A+ Program Mission Statement***

“The A+ Program engages youth in a variety of enrichment programs that promote positive youth development and enhance academic skills in a safe, supportive environment”

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following but are not limited to:

- Design enrichment curriculum for groups of youth and submit plans on time.
- Utilize site curriculum and/or self-designed curriculum to lead engaging clubs that promote positive youth development, meet youth needs, and support the A+ Program goals.
- Provide homework assistance and academic enrichment that meets youth needs.
- Record and report all data as required to the Site Coordinator.
- Maintain cleanliness and organization of program (supplies, equipment and spaces)
- Appropriate use of resources.
- Assist with program planning, preparation and supervision for program activities and events.
- Enforce after school rules and policies.
- Ensure the health and safety of youth.
- Utilize positive behavior management techniques.
- Attend all team meetings and trainings as a full participant.
- Participate in professional development to maintain job-related skills and competencies. Strive for self-improvement including knowledge and skill development.
- Assist with continuous program improvement and evaluation.

## **QUALIFICATIONS**

- High School Diploma or equivalent.
- Bachelor’s degree from an accredited college or university and certified teachers preferred.
- Experience working with school-age youth in out-of-school time settings preferred.
- Relevant experience and education will be considered.
- Must enjoy working with youth at various stages of development and in a school atmosphere.
- Able to read and comprehend written materials used by the student.
- High oral and written communication skills.
- Commitment to high standards and ethics.
- Ability to maintain confidentiality.
- Satisfactory background report as covered by Wisconsin Statute 19.32(1).
- Valid Wisconsin Driver’s License.

## **EXPECTATIONS**

- Show respect for the diverse talents of all learners and is committed to help them develop self-confidence and competence.
- Adhere to Wautoma Area School District policies and procedures.
- Perform duties in a manner consistent with the A+ handbook, policies and procedures.
- Clear, appropriate and timely communication with supervisor, team, and stakeholders.

- Be a positive role model for youth.
- Build positive youth-adult relationships and promote positive youth to youth relationships.
- Model professional behavior and have a friendly and positive attitude.
- Support a positive, welcoming and respectful climate for youth and adults.
- Able to take initiative and work independently.
- Able to work as part of a team.
- Able to maintain self-control under stressful situations without exhibiting negative behaviors.
- Able to use computers and technology to record information and data.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel, and talk or hear. The employee is regularly required to walk, stand, bend or sit, and talk or hear. The employee is regularly required to lift, move, or assemble objects up to 25 pounds. Specific vision abilities required by this job include far to close vision.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor classroom and outdoor playground.
- Fast paced environment with interruptions.
- Noise level is usually moderate to high.
- Blood borne pathogen level exposure is HIGH.

### **REPORTS TO**

Site Coordinator  
Program Coordinator

### **TERMS OF EMPLOYMENT**

- Temporary employee as defined by the Employee Handbook.
- Typical hours are between 2:15pm and 5:30pm, (2-3 hours per day) Monday–Friday following the school calendar. Additional hours can be expected due to staff training, meetings and special events. Some Saturday hours may be required.
- Compensation as determined by the Board of Education.

### **EVALUATION**

Performance of this position is evaluated in accordance with the provisions established in Board policy on evaluation of temporary employees. Performance will be evaluated by the Site Coordinator and/or Program Coordinator at least once per year.