



Title: Group Lead Teacher

Reports to: Center Director & Director of Operations

Status: Part Time, hourly

Pay Range: starting at \$17.00 per hour

Position Description

The Group Lead Teacher shall plan, implement and supervise the daily activities for a group of children.

Key Roles

- Planning and implementing specific developmentally appropriate, play based activities for school age youth who are 4-6 years old.
- Communicate positively with members and their families.
- Provide positive guidance and role modeling to members.
- Supporting partnerships with community members.
- Create a positive environment for youth development that includes but is not limited to program collaborations with other core areas, attendance at staff and core area team meetings, participation in daily assemblies, appropriate discipline when necessary and attendance at special events.
- All other duties as assigned.

Program Planning

- The Group Lead Teacher will plan, organize and facilitate youth programs and activities in specific program areas focused on Art, STEM, Learning and Recreation.
- Program Planning Worksheets should be completed thoroughly and turned in on time to the Director of Operations who will review the Program Planning Worksheets. The Program Planning Worksheets will be filed by the Director of Operations to monitor the completion of programming responsibilities of the program staff for quarterly and/or yearly review.
- The Group Lead Teacher will review the daily and weekly plans with the Assistant Group Teacher.
- The Group Lead Teacher will respect and meet all program deadlines set by appropriate Directors. The Group Lead Teacher will collect, review and submit all Program Planning Worksheets to the Directors for review.
- The Group Lead Teacher will ensure that program and office supplies are on hand and create a list of supplies in advance to submit to Directors in a timely manner.

Safe & Positive BASE Site Environment

- The Group Lead Teacher must ensure a respectful, responsible and safe climate for all BASE staff members kids at all times. This includes programs the Assistant Group teachers are implementing as well as the surrounding visible areas and any other area within the Group Lead Teacher's range of senses.
- The Group Lead Teacher should ensure that all equipment is in good working condition and that it is being used in its intended manner.
- The Group Lead Teacher must show a positive and inspirational attitude at BASE for staff, BASE kids, parents and families, and community members.
- The Group Lead Teacher will communicate with BASE parents/guardians regarding any behaviors that threaten a safe & positive BASE site environment and introduce solutions or progressive actions.

Program Implementation & Evaluation

- The Group Lead Teacher is personally involved in programming and site management and demonstrates high levels of enthusiasm towards BASE staff, kids and visitors while encouraging participation.
- The Group Lead Teacher should constantly praise BASE staff members and kids for good efforts and provide constructive feedback to ensure they get the most out of every experience.

Member Support

- The Group Lead Teacher provides guidance to all BASE staff members, BASE kids, and volunteers.
- The Group Lead Teacher must be able to recognize challenging situations and have the ability to assess and diffuse the situations appropriately, assisting staff in employing effective and consistent skills.
- The Group Lead Teacher will assist with one-on-one sessions with BASE kids for problem solving and conflict resolution when required.
- The Group Lead Teacher should always be conscious to encourage positive values and ethical behaviors. The Group Lead Teacher should strive to model these values and behaviors not only while working at BASE but outside of BASE as well.

Administration

- The Group Lead Teacher will complete all tasks assigned by the Directors.
- The Group Lead Teacher will adhere to the BASE systems of data collection and record keeping.
- The Group Lead Teacher will be consistent with the safety reporting systems and guidelines.
- The Group Lead Teacher will adhere to the BASE Social Media Policy and all BASE Policies & Procedures.

Qualifications

- Must be 18 years of age.
- Completed high school or its equivalent, as determined by the Wisconsin department of public instruction.
- Have at least 240 hours of experience as an assistant child care teacher in a group child care center, as a licensed family child care provider, or in another approved early childhood setting.
- Two non-credit department-approved courses in early childhood education; or
- Two courses for credit in early childhood education or its equivalent from an institution of higher education; or
- Certificate from The Registry indicating that you qualify as a child care teacher; or
- A one-year child care diploma from an institution of higher education; or
- An associate degree or higher in early childhood education or child care from an institution of higher education (preferred)

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor is it to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

I have read and agree to carry out the above-stated job responsibilities for the Site Coordinator Position.

Signed by: _____
Employee Date

Approved by: _____
Director of Operations Date

Original Position Description Approved: July 2025	
Updated/Rewritten	Date
Updated	February 2026