



Job Opportunity Summer Lead Teacher NEIGHBORHOOD HOUSE OF MILWAUKEE, INC.

JOB PURPOSE AND REPORTING STRUCTURE: Under the direction of the Early Childhood Services Manager, the University of Kids Club Summer Lead Teacher is responsible for providing an environment that is safe, nurturing and developmentally appropriate for children from 6-12 years of age, both on an individual and group basis, within company, state, and federal regulations, policies, and procedures, during Neighborhood House's 10 week summer program (June 19 – August 25, 2017).

SCOPE AND NATURE: Individuals in this classification are responsible for planning and implementing a variety of activities for children ages 6-12 years of age, which required knowledge of child development and programming. The individual serving in this capacity must be able to observe and evaluate children's progress and development, and have the capabilities to adapt activities and methods to meet each child's individual needs. They must be able to evaluate and respond appropriately to situations to ensure the well-being and safety of all children in their care. The Summer Lead Teacher must be able to communicate effectively with their supervisor, peers, teachers, parents, children, and other Neighborhood House staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: (In addition other duties may be assigned),

- Maintains sight and sound supervision of all children in their care at all times.
- Provide the ECS Manager with weekly lesson plans for their classroom every Wednesday for the following week's lesson.
- Post and implement a weekly age appropriate lesson plan, that uses the Creative Curriculum and STEM concepts within it. Lesson plans should emphasis social/emotional skills, cognitive skills, artistic skills, fine and gross motor development and language development.
- Post a daily classroom schedule.
- Develop and implement programs in areas such as art, computers, cooking, physical education, science, homework help, reading and social skills. Includes collaboration with other agencies to bring in new youth programs.
- Plan special events such as community service events, outings, sports events, full day programs and fundraisers. Arrange bus service for field trips. Bring in appropriate speakers to address relevant issues.
- Transport and chaperone youth at off-site activities including field trips and Nature Center outings. Complete necessary paperwork.
- Direct the day-to-day operations of the classroom, including the direction of teachers, students and volunteers.



- Prior to the start of the classroom day, ensure that art supplies, games, bulletin boards, and other learning materials for children's usage is available and ready for the scheduled activity.
- Initiate and maintain communication with parents/guardians/therapists, and social workers to share information about child's progress and needs. This would include implementing methods of establishing a positive liaison with the above, to include conferencing, written and verbal communications.
- Become trained in and use the Teaching Strategies Gold in assessing children. Maintain a portfolio on each child in their classroom, and schedule and meet with parents in the fall and spring to discuss their progress using the mentioned assessment tools.
- Observe children for possible signs of illness, abuse, and/or developmental delays, document these observations and report all concerns to the ECS Manager.
- Prepare and maintain records and documentation of children including health information, behavior, attendance, etc. as required by state licensing regulations and Neighborhood House policies.
- Maintain the cleanliness and orderliness of their classroom, including proper storage of food, medications, and supplies, as well as routine repair and maintenance of equipment.
- Supervise and ensure personal hygiene of children.
- Distribute, document, and monitor the administration of medications to children.
- Maintains discipline and enforces the rules and regulations pertaining to the center in an appropriate, positive, and consistent manner.
- Monitor the sign in and sign out process, in order to ensure that children are signed in and out and accounted for at all times.
- Monitor meal and snack time and eat at the table with the children. Appropriately document the number of children participating in meal and snack daily.
- Assist in the training of new lead teachers and teachers.
- Be flexible to assist in all ECS and UKC classrooms, as needed.
- Attend center staff meetings and other activities as directed.
- Provide verification of required continuing education hours.
- Plan and supervise children on field trips.

EDUCATION AND EXPERIENCE:

Minimum Requirements: Must be at least 18 years of age. Hold a Level Fourteen on the Registry Ladder, and Associate Degree in early childhood or related discipline. Complete SIDS and Shaken Baby training prior to the first day of work. Complete Infant/Child CPR/AED and WMELS training within the first six months of employment. Have a minimum of two years experience as a lead teacher. If Registry certificate is not current, must provide manager with current Registry certification within three months of employment.

Preferred requirements: Bachelor degree in Early Childhood or related discipline. Have relevant experience of no less than three years. Complete WMELS and environmental rating scales training.



HOURS AND SALARY: This is a full-time summer position, Monday – Friday between 6:30am – 6:00pm from June 19 – August 25. The hourly wage range is \$15.00 - \$17.00.

APPLY: Please submit application, and/or resume and cover letter to shazelwood@nh-milw.org and psanford@nh-milw.org.

Neighborhood House History:

Established in 1945, the mission of Neighborhood House of Milwaukee (NH) is to build a strong community by strengthening individuals, families, and the neighborhood. With over 70 years of service, we're one of Milwaukee's oldest service agencies. At NH, we believe a brighter future begins with a positive vision. Our programming opens doors for people and empowers them to improve their lives and realize their dreams. We serve over 3,000 children and families each year. Our International Learning Center, the largest refugee education effort in the State of Wisconsin, brings important refugee, citizenship and ESL services to more than 500 individuals and their families annually. Finally, our 93-acre nature center and preserve in the central Kettle Moraine of Dodge County is a key part of the strong environmental ethic that is part of our overall efforts.

Neighborhood House primarily serves a highly-impooverished central city neighborhood bounded by 35th Street on the west, 20th Street on the east, Cherry Street on the north, and Wisconsin Avenue on the south. Our services are based in our home on Richardson Place, but we also work from multiple locations in the region. More info is available at www.neighborhoodhousemke.org/.