



## **Job Opportunity Lead Summer Child Care Teacher NEIGHBORHOOD HOUSE OF MILWAUKEE, INC.**

### **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. One of Milwaukee's oldest service agencies, we will celebrate our 70<sup>th</sup> anniversary next year. 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 35<sup>th</sup> Street on the west, 20<sup>th</sup> 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.nh-milw.org](http://www.nh-milw.org).

**JOB PURPOSE AND REPORTING STRUCTURE:** Under the direction of the Early Childhood Manager, the Summer Lead Teacher is responsible for providing an environment that is safe, nurturing and developmentally appropriate for children from 4-12 years of age, both on an individual and group basis, within company, state, and federal regulations, policies, and procedures. This position is for our infant classroom.

**SCOPE AND NATURE:** Individuals in this classification are responsible for assisting in the planning and implementing a variety of activities for children ages 4-12 years of age, which required knowledge of child development and programming. Individuals in this capacity must be able to adapt activities and methods to meet individual needs, and evaluate and respond appropriately to situations to ensure the well-being and safety of all children. The Teacher must be able to communicate effectively with their supervisor, peers, lead teachers, parents, children, and other Neighborhood House staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

(In addition to the duties listed below, they will be responsible for all other duties assigned to them)

- Maintains sight and sound supervision of all children in their care at all times.
- Assist with the planning of age appropriate curriculum for children 4-12 years old that uses the Creative Curriculum and STEM concepts within it. Emphasis should be on social/emotional skills, cognitive skills, artistic skills, fine and gross motor development and language development.
- Assist with the daily care of young children to include supervision of daily learning activities and assisting with the health, safety, and welfare of all children.



- 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.
- Communicate with parents/ guardians to share information about child's progress and needs as directed by ECS Manager and Lead Teacher.
- Observe children for possible signs of illness, abuse, and/or developmental delays, document these observations and report all concerns to the Lead Teacher or ECS Manager.
- Assist in preparing and maintaining records and documentation of children including health information, behavior, attendance, etc. as required by state licensing regulations and Neighborhood House policies.
- Become trained in the Creative Curriculum Gold in assessing children. Assist the Lead Teacher in children's assessment.
- Assist in maintaining the cleanliness and orderliness of the classroom, including proper storage of food, medications, and supplies, as well as routine repair and maintenance of equipment.
- Assist in supervising and ensuring personal hygiene of children.
- Assists in distributing, documenting, and monitoring 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. Assists in appropriately documenting the number of children participating in meal and snack daily.
- Attend center staff meetings and other activities as directed.
- Provide verification of required continuing education hours.

**SUPERVISORY RESPONSIBILITIES:** None

**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 talk or hear.
- The employee is frequently required to stand, walk, climb stairs, stoop, bend and sits on the floor.
- The employee should model and participate in physical activities.
- The employee must frequently lift and/or carry 15 to 50 pounds.
- The individual must be able to visually focus and keep sight of all children in their care at all times.



**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.

- The individual is required to work outside daily in hot and cold temperatures with the children.
- The noise level in the classrooms can frequently be loud.
- Temperature is generally comfortable and the lighting is adequate.
- Furniture is tailored towards children.

**EDUCATION AND EXPERIENCE:**

**Minimum Requirements:** Must be at least 21 years of age. Hold a Level Twelve on the Registry Ladder, and Associate Degree in early childhood or related discipline. Bachelor degree in Early Childhood or related discipline is preferred. 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.

**HOURS AND SALARY:** This is a full-time, summer position, Monday - Friday between 6:30am – 6:00pm. The salary range is \$13 – 17 per hour. The Summer Program is from June 15<sup>th</sup> – August 21<sup>st</sup>.

**APPLY:** Send resume and cover letter to [shazelwood@nh-milw.org](mailto:shazelwood@nh-milw.org) and [psanford@nh-milw.org](mailto:psanford@nh-milw.org).