**JOB DESCRIPTION**

**NEIGHBORHOOD HOUSE OF MILWAUKEE, INC.**

**STATUS:** Full-time,Non-Exempt

**POSITION: Early Head Start Teacher**  **PROGRAM:**ECS

**Compensation: ($20,800-$27,872) annually based on certifications, education and experience**

**Plus\*\*\* $2,000 Signing bonus (**after successful completion of 6 months employment**) \*\*\***

**Benefits: Health, dental, vision, life insurance, 401K plan, childcare discount (**before, during and after school**), paid holidays, vacation pay, sick pay and personal days, employee assistance program, course reimbursement, paid professional development trainings, a supportive family-friendly work environment.**

**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 are celebrating our 70th anniversary this 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-impoverished 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/](http://www.neighborhoodhousemke.org/).

**JOB PURPOSE AND REPORTING STRUCTURE:** Under the direction of the Early Childhood Services Manager, the ECS Teacher assists with program planning, curriculum development, implementing program activities as well as assisting with program evaluation. Also identifies and recruits appropriate participants. Personally provides some programming services in order to effectively meet the goals of the program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

* Deliver direct services to program participants as requested by ECS Manager.
* Assist the ECS Lead with participant and program record keeping.
* Assist with the planning of age appropriate curriculum for children 1-2 years 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.
* Complete new family intake, and maintain children’s files in compliance with state licensing.
* Know and assist staff in the compliance of State licensing regulations.
* In the absence of the Lead Teacher, assume Lead Teacher responsibilities.
* Be flexible to assist in all ECS and UKC classrooms, as needed.
* Attend staff training and meetings as required.
* Flexible schedule, available to work between 6:30AM - 6:00PM.

**SUPERVISORY RESPONSIBILITIES:**Responsible for staff schedule and daily classroom placement of staff.

May include overseeing of volunteers

**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 18 years of age and have a high school diploma or equivalent. ***Hold and Infant & Toddler credential; or a current CDA in infant & Toddler***. Complete SIDS training and Shaken Baby training prior to first day of work. Complete Infant/Child and CPR/AED training within the first six months of employment. If Registry certificate is not current, must provide agency manager with current Registry certification within three months of employment.

**Preferred requirements**: Associates or Bachelor’s degree in Early Childhood or related discipline or apprenticeship. Complete WMELS and environmental rating scales training.

Review full job description and/or download application online at: [**www.neighborhoodhousemke.org**](http://www.neighborhoodhousemke.org)

**If interested, please email resume and letter of intent to Phan Sanford, Early Childhood Service Manager, at** [**hroffice@nh-milw.org**](mailto:hroffice@nh-milw.org)

**Neighborhood House is a AA and Equal Opportunity Employer**