



Neighborhood House
OF MILWAUKEE

Job Title – Early Head Start Lead Teacher

Reports to – Early Childhood Manager

Job Classification – Full-time, Non-Exempt

Compensation: (\$30,160-\$39,936) 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.

Job Summary:

The Early Head Start Lead Teacher is responsible for providing an environment that is safe, nurturing and developmentally appropriate for children from 6 weeks of age through 3 years of age, both on an individual and group basis, in accordance with Early Head Start standards, company, state, and federal regulations, policies and procedures.

Essential Duties & Responsibilities:

- Maintains sight and sound supervision of all children in their care at all times.
- Implement and follow all Early Head Start Performance Standards, including health & safety, school readiness, developmental screenings, and ages & stages, etc.
- Conduct home visits twice a year for all Early Head Start families.
- Complete developmental screenings within two weeks of child enrollment.
- 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.
- 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 and monitor children during toileting activities.
- 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.
- Staff working with children under two years of age, must ensure that the under two intake for children within their classrooms is updated every three months.
- 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.

Physical Demands & Work Environment:

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.
- 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 & Experience:

- Bachelor's degree in Early Childhood or related discipline, preferred
- Holds Level Twelve on Registry Ladder or Associate's Degree in Early Childhood, required
- Minimum two years of as an Early Childhood Lead Teacher, required
- WI Model Early Learning Standards (WMELS) & Early Childhood Environment Rating Scale training, preferred
- Shaken Baby Syndrome Prevention & Sudden Infant Death Syndrome (SIDS) training, required before first day
- Infant/Child and CPR/AED training, within first six months of employment
- If working with children under 2 – Infant/toddler coursework required
- Current registry certification, required

How to Apply: Send resume and cover letter to Phan Sanford, Early Childhood Service Manager, at hroffice@nh-milw.org

NEIGHBORHOOD HOUSE HISTORY AND IMPACT:

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 75th 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 served over 4,200 children, youth and adults last 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.

While our families now come from across the city, Neighborhood House primarily serves a central city Near Westside neighborhood, bounded by Hwy 41 on the west, I-43 on the east, Cherry Street on the north, and I-94 on the south. Our services are based in our home on Richardson Place, but we also work from multiple locations in the region.

Much more program info is available at www.neighborhoodhousemke.org/

Neighborhood House is a AA and Equal Opportunity Employer