



LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunities. enriching education.

ELEMENTARY LEAD TEACHER

The Lussier Community Education Center (LCEC) is a grassroots community center with a long history of strong programs, broad partnerships, and grassroots community organizing. Located on the grounds of Jefferson Middle School and Memorial High School, the LCEC has a mission of *building community, creating opportunities, and enriching education*.

The **Elementary Lead Teacher** position helps create and run our comprehensive afterschool and summer camp for elementary age children in grades K-5. Our licensed program emphasizes positive youth development and trauma informed mindset in work with our diverse group of young people. We build partnerships and offer activities in academic support, arts, health/fitness and community service and leadership development. The ideal candidate will have an enthusiasm for working with young people and offering culturally relevant and enriching experiences. This position reports to the Elementary Program Manager.

HOURS: 20-22 hrs/week (part time) in school year (generally 2pm-7pm) and 40 hrs/week (full time) in summer (8:30am-4:30pm) (9:00am-5:00pm Fridays/Field Trip days)

COMPENSATION: \$16.81/hr plus paid time off and life/disability insurance

KEY RESPONSIBILITIES

- Assist Elementary Program Coordinator to plan, prepare, implement, and evaluate activities for elementary school age youth.
- Help monitor daily attendance, follow tracking procedures, and maintain weekly records.
- Help ensure the safety of participants by providing adequate supervision of all elementary youth.
- Assist in the set-up, cleanup, and organization of rooms and activity centers for program each day.
- Create and maintain a welcoming and supportive classroom environment.
- Guide desired youth behavior using the Lussier Community Circle, LCEC policies, and licensing regulations.
- Ensure LCEC policies and state licensing regulations are followed every day.
- Develop strong positive relationships with youth and their families.
- Be sensitive to issues students face and work with the team to identify needs and solutions for situations as they arise.
- Work cooperatively with community partners and volunteers to facilitate activities and special events.
- Help create and distribute program materials to families including newsletters, notices of program activities and events, and registration forms. Promote all LCEC events with youth and families.
- Participate in regularly scheduled staff meetings.
- Acquire and document twenty-five (25) hours of professional development each year as required by state licensing.
- Participate in shared work of LCEC including neighborhood events, the Support and Solidarity Network (SSN), staff retreats/meetings and other projects as they arise.
- Staff members who are not certified as Lead Teachers through The Wisconsin Child Care Registry will need to complete the course within the first 3 months of employment.
- Help with preparing snacks or meals for youth while following food safety guidelines.

DESIRED EXPERIENCE

- Experience working with children.
- Familiarity with State Day Care Licensing Rules and Regulations and City of Madison Accreditation Guidelines.
- Knowledge of behavior management and conflict resolution and the ability to work productively with youth in a group setting.
- Professional attitude, creativity, resourcefulness, and a positive role model for youth.
- Comfortable working in a community serving populations from diverse backgrounds.
- Valid driver's license and three years with good driving record.
- Excellent communication skills.
- Ability to work independently with minimal supervision.

PREFERRED QUALIFICATIONS

- Current CPR and First Aid Certification.
- Computer experience including word processing.

TO APPLY

Download the application at LCECmadison.org or pick it up at the Lussier Community Education Center, 55 S Gammon Rd, Madison. Cover letter and resume sent without an application may prompt consideration, but a completed application will be required before hire. Submit completed application via email to jobs@LCECmadison.org or by mail.

Applications will be accepted until this position is filled.
LCEC is an EOE/AA employer.