



LUSSIER COMMUNITY EDUCATION CENTER
building community. creating opportunities. enriching education.

ELEMENTARY ASSISTANT 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 Ezekiel Gillespie Middle School and Memorial High School, LCEC has a mission of *building community, creating opportunities, and enriching education.*

Our School Aged Afterschool programs create a child-centered environment that promotes learning, character development, healthy living, and positive, nurturing relationships.

The Elementary Assistant Teacher works under the supervision of the Director of Programs and cooperatively with the Elementary Lead Teacher to ensure prompt and responsive care to each child, responding to their emotional, social, physical, and educational needs. Principal duties include promoting a supportive and positive classroom environment and engaging in afterschool activities that stimulate development and frequent high-quality learning experiences. Further responsibilities involve child observation and assessment and providing routines and daily experiences to meet individual child interests and abilities. The Elementary Assistant Teacher communicates with the Elementary Lead Teacher regarding all aspects of each child's care, classroom management, and conducting observation and assessments of children assigned in the classroom.

HOURS: Part-time, 18-22 hours/week. The hours worked are generally Mondays 1:15 PM - 6:00 PM and Tuesdays-Fridays 2:40 pm - 6:00 pm, with some later evening and weekend hours required.

COMPENSATION: \$17.31/hour, plus short term disability insurance, long term disability insurance, life insurance, paid vacation, holidays, personal days, and sick leave.

DUTIES & RESPONSIBILITIES

- Assist with the setup of rooms and activities for the program.
- Assist Elementary Lead Teachers in planning/implementing activities for a group of 25-30 elementary school-aged youth.
- Assist with preparing and serving nutritious snacks and meals; assist youth with set up and clean up.
- Develop strong positive relationships with youth and their families.
- Monitor daily attendance and meal counts to maintain accurate records.

- Ensure the safety of participants by providing adequate supervision of all youth during all activities.
- Assist with cleanup of program areas each day.
- Staff field trips.

DESIRED SKILLS & EXPERIENCE

- Previous experience in a childcare or education setting supporting high-quality programs.
- Must have the proven ability to establish constructive relationships and interact as a positive role model for youth and staff demonstrating the values of respect, responsibility, caring and honesty.
- Commitment to and passion for the LCEC mission and a passion for working with diverse youth.
- Excellent verbal communication skills, including the ability to clearly and concisely present ideas and concepts and tailor communication to multiple audiences.
- Computer experience including Microsoft Office.
- Preferred: Bilingual

QUALIFICATIONS

- Must be at least 18 years of age and have completed high school or its equivalent as determined by the Wisconsin Department of Public Instruction.
- Preferred candidates will have satisfactorily completed, or have the ability to complete, one of the following within 6 months after assuming the position:
 - An after-school and youth development credential training program approved by the Wisconsin Department of Public Instruction.
 - At least 10 hours of training approved by the Wisconsin Department of Public Instruction.
 - Two noncredit department-approved courses in school-age care.
- Preferred: Driver's License and/or willingness to obtain within 6 months of hire.
- Current CPR and First Aid Certification, or the ability to obtain within the first 6 months on staff.

TO APPLY

Please send an application, resume and cover letter via email to jobs@LCECmadison.org. Applications are accepted on a rolling basis and will be accepted until the position is filled.

Lussier Community Education Center is an Equal Employment Opportunity / Affirmative Action (EEO/AA) employer.