



# LUSSIER COMMUNITY EDUCATION CENTER

building community. creating opportunities. enriching education.

## MIDDLE SCHOOL PROGRAM ASSISTANT

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 Middle School Program Assistant works under the supervision of the Director of Programs and cooperatively with the Middle School Program Lead 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 Middle School Program Assistant communicates with the Middle School Program Lead regarding all aspects of each child's care, classroom management, and conducting observation and assessments of children assigned in the classroom.

**HOURS:** Part-time, 22-25 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**

- Provide responsive caregiving and continuity to help children develop secure relationships while focusing on the children's social and emotional well-being.
- Support and embrace the LCEC's written plan for out of school time and the Lussier Framework.
- Assist Middle School Lead Teacher in the planning, preparation and delivery of age-appropriate instructional activities that facilitate active learning experiences and promote the social, emotional, physical, and cognitive development of each child. This includes both indoor and outdoor activities.

- Maintain awareness and supervision of the needs of the entire classroom and ensure the health and physical safety of children at all times, both indoors and outdoors.
- Interact with and assist children individually or in small groups to guide and reinforce learning concepts.
- Assist with the completion of daily recording of health checks, communication logs, attendance, and meals.
- Guide and support all children, including dual language learners and those with special needs.
- Model and promote positive interactions and redirection for children and parents.
- Establish a professional rapport and work cooperatively with others assigned to the classroom (i.e., Lead Teacher, AmeriCorp Members, Parents, and Volunteers).
- Develop effective communication and professional relationships with families and encourage parent involvement through a variety of methods (e.g., classroom parent meetings & events, Center-wide activities).
- Participate and support Center efforts toward recruitment, enrollment, attendance and retention of families.
- Adhere to State/County/City Accreditation Performance Standards, Developmentally Appropriate Practices and the Creative Curriculum for out of school time with school-aged youth.
- Discreetly handle sensitive information and maintain confidentiality at all times.
- Collaborate with program team members to develop lesson plans with goals, objectives, activities, and outcomes for children that integrate health, nutrition, mental health, disabilities, and parent involvement.
- Assist Middle School Lead Teacher to maintain an attractive, clean, safe, and engaging classroom environment which includes positive guidance techniques and that encourages children's independence and self-selection of activities.
- Model and implement family style eating during mealtimes.
- Regularly sanitize all surfaces, classroom toys, equipment, and laundry.
- Assist with completion of classroom, kitchen and food inventory, and the selection of materials and equipment to support instruction and children's learning.

## **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.
- 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.

### **TO APPLY**

Please send a completed application and resume via email to [jobs@LCECmadison.org](mailto:jobs@LCECmadison.org). Application can be found on the LCEC website at [www.lcecmadison.org/about/job-opportunities](http://www.lcecmadison.org/about/job-opportunities). 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.