ELEMENTARY AFTER-SCHOOL LEAD TEACHER

POSITION SUMMARY:

The Elementary After-School Lead Teacher is responsible for assisting the Elementary Program Coordinator with the implementation of activities for elementary age children in grades K-5th.

**Hours:** 16 hours/week- beginning January 2012.
Daily schedules may vary according to activities but will generally begin around 2:00pm and end around 6:00 pm. Summer schedule will change according to summer program hours (to be determined).

**Compensation:** $12.20/hour

**DUTIES AND RESPONSIBILITIES:**

1. Assist with the set up of rooms and activity centers for program.
2. Assist Coordinator in the creation and implementation of activities for 35 elementary school age youth including planning, preparation, purchasing materials, conducting activities with youth, and evaluation of activities.
3. Help distribute weekly calendars of program activities and events to youth and parents prior to the next week’s activities.
4. Plan and prepare nutritious snacks; assist youth with clean up.
5. Monitor daily attendance, maintain records, and assist with program evaluation.
6. Ensure the safety of participants by providing adequate supervision of all youth during all activities.
7. Attend regularly scheduled staff meetings.
8. Organize and clean rooms, materials and equipment each day.

**DESIRE Knowledge and Experience**

1. Experience working as Lead Teacher in Wisconsin licensed childcare program or equivalent.
2. Knowledge of behavior management and conflict resolution.
3. Mature attitude, creativity, resourcefulness, and a positive role model for youth.
4. Understanding and appreciation of ethnically diverse populations.
5. Excellent communication skills.

**PREFERRED QUALIFICATIONS:**

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

Applications are available at Lussier Community Education Center, 55 South Gammon Rd, Madison, WI 53717.

You may request that an application be faxed or emailed to you by emailing friedal@LCECmadison.org or calling (608) 833-4979. Resumes will be accepted with an application but not in place of one.