2016 SUMMER
JOB APPLICATION

The Gersh and Sarah Lemberg Children's Center, Inc.
Brandeis University, MS#44
457 Old South Street
Waltham, MA 02454-9110

URL:  http://www.brandeis.edu/Lemberg/Lemberg_Staff/
Email:  lemberg@brandeis.edu

Office:  781-736-2200

Executive Director: Howard Baker
Summer Director: Karen Eichenlaub
Dear Job Applicant:

Welcome to the Lemberg Children’s Center. The Lemberg Center is a separate corporation from Brandeis University. The parents whose children attend the Center control its policies. We are dedicated to being a united community with loving adults who provide a high quality educational program for young children fifty hours a week, year ‘round.

About the Lemberg Children’s Center

The Center was founded in 1970 and has over 70 children enrolled. Our community is very diverse. Though many of the children’s parents work or study at Brandeis, we also welcome families from the surrounding communities. Many of our children speak languages other than English at home. Our inclusive program enrolls children with special educational needs, and children from different racial, religious, ethnic, and cultural backgrounds. During the school year we have 7 infants between the ages of 2 months and 14 months called Butterflies, a mixed group of infants and toddlers in a group we call the Hummingbirds. The Explorers and the Adventurers have 18 toddlers the ages of 15 months to almost 3 years and 38 children ages 3 to 6 years old in classrooms called the Voyagers and Navigators.

Karen Eichenlaub, Director of Staff Development & Scheduling and Anna Graves, Administrator, will help you with our hiring process and orientation once hired. If you’d like to work you will be asked to do up to 8 hours as a participant observer to see if the center is a good fit for you. You will also need to be registered with the MA Dept of Early Education & Care. Karen or Anna will explain all this and more when you are called to meet with them.

JOB DESCRIPTION AND RESPONSIBILITIES

I. TA (Teacher Assistant, Teacher Trainee, Volunteers and Summer Teacher) Job Description

1. TAs work under the supervision of Head Teachers and Teaching Fellows. You will work directly with children between the ages of birth and seven years.
2. You are an important part of a team teaching arrangement in an open classroom setting. Working with your supervisor, you will get added responsibility in planning portions of programs as you demonstrate your abilities.
3. In addition to interacting with the children, plan on making snack, doing light cleaning, and keeping up with endless classroom maintenance. Your routine may also include putting out cots for nap, or organizing and straightening classroom shelves, and possibly changing diapers.
4. If you have a skill you’d like to share, such as playing a musical instrument, introducing children to your favorite artists or a language other than English; playing a sport, or digging for artifacts, tell your supervisor what activities you want to do plan it together.
5. Promptness and dependability are a must! Young children cannot wait 2 minutes, let alone 10 to have your help. If you have a class on the other side of campus or you drive on I-95, plan your scheduled hours with this in mind.
6. You will be required to participate in a series of orientation and educational workshops.
7. All staff members are required to wash their hands upon entering the center, should wear appropriate clothing for safety, and for modeling what children should wear at school.

ADDITIONAL INFORMATION ABOUT LEMBERG CHILDREN’S CENTER AND ORIENTATION INFORMATION IS AVAILABLE AT OUR WEBSITE

SEE WWW.BRANDEIS.EDU/LEMBERG or www.lembergcc.org
Summer Job Application

Name: _____________________________ Date: ______________________

Phone Number: _____________________________ Date of Birth: _____/_____/_____

Social Security #: xxx_ - xx_ - _______________ (for payroll purposes)

Preferred E-mail: ____________________________ Brandeis ID: 603305 __ __ __ __ __ __ __ __ __

Current or last school attended: __________________________________ Class of: ______________

Local Address: ______________________________________________________   __

# Street    City    State    Zip

Permanent Address: ______________________________________________________

# Street    City    State    Zip

Are you a U.S. Citizen?  Y  /  N   (if not, Alien registration # ______________________ )

Position(s) Applying for

☐ Lead Teacher (E.E.C. Preschool or Infant/Toddler lead teacher qualified.)
☐ Teacher (E.E.C. Teacher certified, developmental psych 33, and experience with children.)
☐ Teacher Assistant (some experience necessary i.e.: summer camp or school/church setting)
☐ Volunteer (interested in gaining experience with children)

List your experience in the position you desire and/or attach a resume:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
What languages other than English do you speak, read or write?

Are you certified for:  First Aid:   CPR:   
Date:   Date:   

Do you have any special skills/talents?  (Examples: music, dance, gymnastics, science, art, cooking):

Why do you want to work with young children?

In working with children, what are your strengths and what would you like to improve on?

Please list any college courses you have taken in early childhood, general education, psychology, or sociology:

Title:   College:   Date:   
Title:   College:   Date:   
Title:   College:   Date:   

List 2 job or personal references.  These people will be asked to verify the information you have provided, or may serve as a character reference

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LEMBERG CHILDREN’S CENTER, Inc.

The Lemberg Center maintains a list of “baby-sitters” for Lemberg parents and others in the campus community. Please indicate if you would like to be put on this list. (Wages are arranged privately with the parents.)

☐ I would like to be on the Baby-sitter list  ☐ I would NOT like to be on the Baby-sitter list

☐ I have access to a car this summer  ☐ I do NOT have access to a car this summer

Criminal Convictions
An applicant for employment with a sealed record on file with the Commissioner of Probation may answer "no record" with respect to any inquiry relative to prior arrests, criminal court appearances or convictions. In addition, "any applicant for employment may answer 'no record' with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of services which did nor result in a complaint transferred to the Superior Court for criminal prosecution.” - Mass. General Laws, Chapter 276, Sec 100A.

Should you report “yes” to the questions below, it does not mean that you will automatically be not considered for employment. The Lemberg Children's Center does not discriminate against otherwise qualified applicants solely because of a criminal conviction. However, the Children's Center does not tolerate false statement in this or any other part of this application. Additionally, the Center is required by 606 CMR 14 & 102 CMR 7.03(h) to submit the name of an employee or applicant to the MA Department of Early Education and Care (EEC) for the purpose of conducting a criminal record investigation (CORI) & sexual offenders record investigation (SORI) and in most cases Fingerprinting. EEC will notify the Children's Center in the event of your having had a criminal record which is relevant to the performance of work with young children.

Have you ever been convicted of a felony?  Y / N
Within the last five years, has the use of alcohol/drugs interfered with the performance of a job or resulted in your being asked to leave?  Y / N

AGREEMENT
I certify that the answers given in this application are true and complete. I authorize the investigation of all statements contained in this application. In the event of employment, I understand that false or misleading information given in this application or in the interview(s) may result in discharge.

Signature of applicant _________________________________ Date __________________________