



## 2018 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/](http://www.brandeis.edu/Lemberg/Lemberg_Staff/)

Email: [lemborg@brandeis.edu](mailto:lemborg@brandeis.edu)

**Office:** 781-736-2200

**Executive Director:** Howard Baker

**Summer Director:** Katharine Braun-Levine & Roberta Adario

## 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 1971 and has over 70 children enrolled. In June 2014 we moved into a new state-of-the-art childcare facility. During the school year we have 6 classrooms, two each for infants, toddlers, and preschoolers, with very low ratios of adults to children. 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. Our routines include extensive programming for social emotional learning, community building, and celebrating diversity, loving literature, the arts, nature, STEM, and working collaboratively with others.

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 come for 4 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 six 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 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 plan to do 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.

## **ADDITIONAL INFORMATION ABOUT LEMBERG CHILDREN'S CENTER AND ORIENTATION INFORMATION IS AVAILABLE AT OUR WEBSITE**

SEE [WWW.BRANDEIS.EDU/LEMBERG](http://WWW.BRANDEIS.EDU/LEMBERG) or [www.lebergcc.org](http://www.lebergcc.org)



Brandeis University, MS#044  
 Waltham, MA 02454  
 781-736-2200 // leMBERg@brandeis.edu

## Summer Job Application

|                            |                           |
|----------------------------|---------------------------|
| <b>LCC OFFICE USE ONLY</b> |                           |
| Date Received: ___/___/___ | Date Entered: ___/___/___ |
| COPY OF ID? Y / N          |                           |
| Entered By: _____          |                           |
| <b>Orientation</b>         |                           |
| Date: ___/___/___          | Time : _____              |

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Preferred Pronouns (*she/he/they*): \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Social Security #: xxx- xx- \_\_\_\_\_ (for payroll purposes) Date of Birth: \_\_\_/\_\_\_/\_\_\_

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:

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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**

|               |       |              |
|---------------|-------|--------------|
| Name          | phone | organization |
| Email address |       | job you held |
| Name          | phone | organization |
| Email address |       | job you held |

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 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 not 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\_\_\_\_\_