EMPLOYMENT INFORMATION
AND 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: lembreg@brandeis.edu

Office: 781-736-2200

Executive Director: Howard Baker
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. For ten hours each weekday, fifty hours each week, fifty weeks each year, we are dedicated to having loving teachers provide a high quality educational program for young children.

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. We welcome 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 10 months called Butterflies, 7 infants between the ages of 8 months and 15 months called Hummingbirds, 18 toddlers between the ages of 16 months and 2.8 years called Explorers and Adventurers, and 38 preschoolers between the ages of 2.9 and 5 years old.

It takes well over a hundred people to maintain the day to day operation of the Center. Our permanent staff consists of our Executive Director: Howie Baker, Director of Staff Development: Karen Eichenlaub, Administrator: Anna Graves, Head Teachers: Katherine Braun-Levine, Scott Kepnes, Jess Albert, Mollie Tourjemon, Hope Briggs, Jaclyn Newell and Paula Demeo; Teaching Fellows: Rachel Downs, Alejandra Doucette-Brayer, Meaghan O’Brien, Lori Hobson, Jason Margenson, and Britny Savary-Bersani. There are people working in the office organizing educational events, supporting community development and maintaining our equipment and records. We have well over 100 teaching assistants (TAs) working with the children. Moreover, we have many children’s parents volunteering hours to work along with us and ensure a great program for their children and you. Everyone is very important.

JOB DESCRIPTIONS AND RESPONSIBILITIES

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

1. Trainees and TAs work under the supervision of Head Teachers. You will work directly with children between the ages of birth and 7 years, as a teacher.
2. You are an important part of a team teaching arrangement in an open classroom setting. Work with your supervisor to get added responsibility in planning portions of programs.
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 changing diapers, putting out cots for nap, or organizing and straightening classroom shelves.
4. Tell your supervisor what activities you want to do the next time you come in. Prepare ahead for this.
5. Promptness and dependability are required.
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. In cold weather please bring hats, gloves and warm coats, boots. In warm or hot weather, flip flop sandals are dangerous on the playground and wearing revealing tops or being topless can bring law suits against the center.

**II. Cook:** Prepare snacks for the children.

**III. Office Assistant:** Work under the supervision of the Executive Director and Staff Administrators.
1. Typing, filing, copying, and answering phones
2. Updating the database
3. Website upkeep
4. Other general office tasks
5. Helping with our annual auction and other fundraisers

**IV. Handcrafter/Gardener:** This position requires at least 2 hours per week. Carpentry skills are useful but not required. Knowledge of power tools is a must.
   1. Maintain and repair equipment
   2. Maintain the garden (weeding, watering, etc.)
   3. Sweeping and shoveling the playground area to keep it clear

**V. Library and Inventory Coordinator:**
Maintain Lemberg’s Children’s library books or managing inventory of equipment and supplies.

**VI. Senior Staff Job Descriptions**
   a. Those applying for Full-time Staff positions and Senior Management Positions have separate individual Job Descriptions and Employment Policies. As part of the hiring process for these positions you will receive these documents.
   b. See individual Job Descriptions for:
      i. Head Teacher
      ii. Teaching Fellow
      iii. Directors & Associate Directors- Staff Development, Operations, ACT
      iv. Executive Director
      v. Teacher
      vi. Administrator
      vii. ACT Administrative Assistant
      viii. Any not listed here…

**VII. Senior Staff Applications & Orientation**
   a. You may submit a resume and three references or use the Application Form that follows.
   b. When submitting information about your three (3) references, please include: Name, Company or School, Address, Phone Number, Email and preferred way to contact the individual. A letter from the individual may also be submitted. We will try to contact your reference by phone, direct mail or email.

**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.lembergcc.org](http://www.lembergcc.org)

**Menu items:**
- Contact Us: Work with US
- For Employees, Volunteers & Interns
Job Application - First Time

Please Note: During the Brandeis University school year, the Lemberg Children’s Center hires students who have Federally Sponsored Work Study Allotments (FWS) as part of their financial aid package. If you do not have FWS, you may volunteer or be a substitute teacher/caregiver. During Brandeis vacations & Holidays the center hires people not on Federal Work-Study.

*Check If appropriate: ☐ I am on Federal Work Study*

First Name: ___________________ Surname: ____________________________ Class of: ______
Local Phone: __________________ Mobile Phone: __________________ Mailbox #: ______
Social Security #: ______-____-______ Date of Birth: ______/_____/______
Preferred E-mail: _____________________ Brandeis ID: 603305 __ __ __ __ __ __ __ __ __
Local Address: ________________________________
# Street City State Zip
Permanent Address: ________________________________
# Street City State Zip
Permanent (Phone): __________________________ Major: __________________________
Are you a U.S. Citizen? Y / N (if not, Alien registration # ________________)

Position(s) Applying for: (check all you are considering)
☐ Caregiver/Teacher/Trainee (working directly with children)
☐ Substitute Teacher (during school - fill out schedule with hours available to sub)
☐ Intern for course credit (for course # _______)
☐ Office Assistant (typing, filing, data entry, copying, Inventory & Library Coordinator.)
☐ Handcrafter/Gardner
☐ Cook/Snack Prep
☐ Volunteer: ☐ with children or ☐ in Office
☐ Observation related to course work / Research

How many hours per week do you want to work? __________________________
Please list your experience in the position you desire or attach a resume:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

IF YOU ARE APPLYING FOR A TEACHER TRAINEE POSITION:

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

What musical instruments do you play? ____________________________

Are you certified for:  □ First Aid __/__/ ___  □ CPR __/__/ ___

Date  Date

Do you have any special skills/talents/hobbies? (Examples: sewing, singing, dance, gymnastics)

________________________________________________________________________

Why do you want to work with young children?

________________________________________________________________________

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

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IF YOU ARE APPLYING FOR AN OFFICE POSITION:

How many words/min. do you type? __________

□ I know how to create flash videos.

□ I am comfortable talking on the phone in a professional manner.

□ I manage my time well.

□ I know how to import spreadsheets from MS Excel to MS Word.

□ I am trained in Cascade, or other CMS technology for web design.

□ I can create reports from MS Access queries.

Please list any other programs you are familiar with ________________________________________

________________________________________________________________________

Is there anything else, which you think would make you an especially good candidate for the position you are applying for? ____________________________________________________________________________________

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, but often correspond to work-study rates.)

- I would like to be on the Baby-sitter List
- I do not have a car to get to the homes

**Job or Personal Reference**

Please 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. Brandeis Faculty, Staff, and Students that work at Lemberg are excellent references.

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<th>Organization</th>
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E-mail Address  Mailing Address

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E-mail Address  Mailing Address

**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 102 CMR 7.06(3) 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). 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 __________________________

LEMBERG CHILDREN’S CENTER, Inc.
Daily Class Schedule  Circle One:  Fall 20__  Spring 20__

Name: ____________________  Class of: ______________  # of Hrs Desired: ___
Phone: (___) _____________  E-mail: ____________________

I Am  [ ] on Federal Work Study  [ ] Volunteering or Course # ____________  [ ] Other

Please write in the boxes below your daily schedule for ALL classes, labs, and regularly scheduled extra curricular activities.

Please return to Lemberg ASAP. You cannot be scheduled for hours until we have your schedule.

I [ ] am… [ ] am not…willing to sub as needed during free hours as indicated on my schedule below.

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* If there is anything else we should know please feel free to attach a cover letter or another page.*