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:  lemborg@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. 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 2.9 to 7 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. In addition to working with children, we have jobs in the office organizing educational events, supporting community development and maintaining our equipment and helping with repairs. Many parents volunteer too so we can be a positive place for learning and a successful school for all. It takes well over a hundred people to maintain the day-to-day operation of the Center and all are very important.

JOB DESCRIPTIONS 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. In cold weather please bring hats, gloves, warm coats, and boots. In warm or hot weather, hat’s help, but flip-flop sandals are dangerous on the playground and wearing torn or revealing tops are unprofessional.

**Il. Cook:** Prepare snacks for the children. Keep the kitchen sanitized, organized and recycle our wastes.

**III. Office Assistant:** Work under the supervision of the Administrator.
1. Typing, filing, copying, and answering phones
2. Updating our databases of records for personnel, children, alumni, equipment and supplies.
3. Website upkeep
4. Other general office tasks, including fundraising and classroom needs
5. Checking references and backgrounds of staff

**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 furniture and equipment
2. Maintain the garden (weeding, watering, etc.) and grounds
3. Sweeping outside and shoveling snow on the playground areas, or from evacuation exits.

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

**VI. Senior Staff Job Descriptions**
1. 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.
2. See individual Job Descriptions for:
   a. Head Teacher
   b. Teaching Fellow
   c. Directors & Associate Directors- Staff Development, Operations, ACT
   d. Executive Director
   e. Teacher
   f. Administrator
   g. ACT Administrative Assistant
   h. 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 then For Employees, Volunteers & Interns
Please Note: During the Brandeis University school year, the Lemberg Children's Center hires students who have Federally Sponsored Work Study Allocations (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 #: xxx-xx-_________ 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 ___/___/___

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:

<table>
<thead>
<tr>
<th>Title</th>
<th>College</th>
<th>date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 ☐ would not like to be on the Baby-sitter List
☐ I do ☐ 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.

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Phone</th>
<th>Job held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization</th>
<th>Phone</th>
<th>Job held</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Mailing Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 ____________________________
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.**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 - 7:59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:00 – 8:59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 – 9:59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00 - 10:59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:00 – 11:59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:00 – 12:59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:00 – 1:59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:00 – 2:59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00 – 3:59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:00 – 4:59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 – 5:59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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