

# Job Vacancy – After School Teacher

## Red Caboose School Age Programs

### Year Round & School Year Positions

### Starting January 2017

#### **Job Description:**

We are looking for adults with professional experience who are energetic, creative, & dedicated to work with children in grades K-5. These children are from a highly diverse group of socio-economic backgrounds. Teachers will plan and facilitate hands-on educational experiences in a child-centered, choice-based environment. RC After School is licensed by the State of Wisconsin & Accredited by the City of Madison. We are located at two elementary schools near downtown, easily located off of bus and bike routes.

#### **Year Round Position:**

- 5 days a week, school year and summer
- 22-40 hours a week (includes planning and meeting time)
- Wages: \$11.82 probation wage (\$12.02 permanent wage)
- Benefits: health & dental insurance, flexible benefit plan, pension plans, child care benefit, long term disability plan, sick/vacation time, holiday pay, & staff development
- **Minimum Requirements:** Meet State Licensing requirements for teacher status (80 days work in licensed child care or school + specific child development/child care coursework.)

#### **School Year Position:**

- 2-5 days a week, during the school year
- 8-19 hours a week (includes planning and meeting time)
- Wages: \$11.82 probation wage (\$12.02 permanent wage)
- Benefits: sick/vacation time, holiday pay & paid staff development
- **Minimum Requirements:** Meet State Licensing requirements for assistant teacher status (Specific child development/child care equivalent coursework or 10 hours of training within 6 months of hire.)

**For more information and application**

call Andrea Suarez at 251-5432 or email

[school.age@redcaboose daycare.org](mailto:school.age@redcaboose daycare.org)

**Positions are open until filled**

Affirmative Action – Equal Opportunity Employer, Males & Minorities Encouraged to Apply

***Red Caboose Day Care Center, Inc. Red  
Caboose School Age Program (SAP)***  
**TEACHER, JOB DESCRIPTION**

**Overall Responsibilities**

Responsibilities include providing direct care for children; planning and implementing developmentally appropriate activities designed to meet the social-emotional, cognitive, creative and physical needs of children in a particular program; working together with other staff; communicating with parents; and providing a warm and safe environment for children to grow and learn, in accordance with the goals and policies of Red Caboose. This position must be able to treat each child and their families with respect, dignity, and caring; and be supportive of cultural differences, special needs, and different family structures. The teacher is supervised and evaluated by the Site Supervisor. This position is represented by the Wisconsin Child Care Union.

***I) Qualifications***

- A) Education - Must meet State Licensing requirements for teacher; may substitute classes in elementary education, physical education, recreation, or related field.
- B) Experience - Prefer at least one year experience; prefer experience with age group of position or equivalent.
- C) Physical - Must be able to participate in physical activities with the children (such as swimming, games and walking field trips); must be able to keep children safe in an emergency (such as moving or guiding children to safety as needed). Must be able to set-up/take down cafeteria tables, carry snack, move equipment, etc.
- D) Skills – Must demonstrate problem-solving, organizational, interpersonal, and communication skills.

***II) Teacher Duties***

- A) Child Interaction
  - i) Interact appropriately with children during all phases of the day (including planned and unplanned activities, meal times, field trips, and transitions) in a warm, accepting and nurturing way.
  - ii) Be aware of each child's needs and developmental level.
  - iii) Guide children's growth in accordance with the Red Caboose SAP's mission statement.
  - iv) Provide consistent, positive limits and expectations, and use positive child guidance techniques.
  - v) Oversee the entire classroom and follow Red Caboose School Age tracking procedures.
  - vi) Ensure the health and safety of the children: maintain knowledge of and administer first aid; respond to emergencies; know and execute fire drill procedures; dispense and record medication; and report accidents according to Red Caboose procedures.
- B) Parent Relations
  - i) Communicate with parents on a regular basis through conversation, parent logs and newsletters, for the purpose of exchanging information, maintaining a positive rapport and relationship between home and after school, and encouraging parent involvement in the program.
  - ii) Meet with parents when requested or necessary.

- C) Coordination of activities with SAP staff
- i) Exchange knowledge and skills with other staff in the areas of child development and related issues.
  - ii) Participate in Committee and Board work, workdays, potlucks, and other program-wide activities.
  - iii) Attend and participate in weekly site-specific and room meetings.
  - iv) Respect and follow school rules and space.
  - v) Maintain professional, respectful, and cooperative relationships with all co-workers and Madison Metropolitan School District (MMSD) staff.
  - vi) Serve as an ongoing mentor and model to new staff, substitutes, and volunteers.
- D) Program Planning and Implementation
- i) Plan and carry out daily curriculum; provide a variety of developmentally appropriate activities, experiences, and materials that are selected to engage children in active, meaningful learning.
  - ii) Plan short and long range goals with other staff.
  - iii) Maintain the room in an attractive and safe manner to ensure an environment conducive to learning and playing. Change art displays, dramatic play areas, accessible materials, and room arrangement regularly.
  - iv) Plan activities in accordance with MMSD “academic time” guidelines.
  - v) Contact resource people and arrange field trips.
  - vi) Help maintain common areas in the school. (i.e. storage spaces)
- E) Other duties
- i) Obtain a substitute in case of planned absence.
  - ii) Fulfill in-service/continuing education requirements.
  - iii) Comply with Red Caboose policies and work rules, MMSD policies, accreditation standards, and State Licensing regulations.
  - iv) Maintain confidentiality regarding all center staff, children, and families.
  - v) Comply with the National Association for the Education of Young Children (NAEYC) Code of Ethical Conduct (attached)
  - vi) Fully participate in the accreditation process yearly.
  - vii) Attend monthly all-staff meetings and other center-wide activities.
  - viii) Other duties that fall within the scope of the job description as directed by your supervisor.

**Red Caboose Day Care Center, Inc.**  
**SALARY AND BENEFIT SCHEDULE**  
**2016**

**BASE SALARIES**

probation wage	permanent wage
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**A. UNION POSITIONS:**

1. Lead Teacher	\$12.32 . . . . .	\$12.52
2. Teacher	\$11.82 . . . . .	\$12.02
3. Nutritional Coordinator	\$12.12 . . . . .	\$12.32

**B. ADMINISTRATIVE POSITIONS:**

1. Executive Director	\$15.25 . . . . .	\$15.45
2. School Age Program Director	\$14.70 . . . . .	\$14.90/negotiable
3. Preschool Program Director	\$14.45 . . . . .	\$14.65
4. SAP Site Supervisor	\$13.55 . . . . .	\$13.75
5. Billing Coordinator	\$12.79 . . . . .	\$12.99

**C. OTHER HOURLY POSITIONS**

1. School Year & LTE Teacher	\$11.82 . . . . .	\$12.02
2. LTE Assistant Cook	\$10.25	
3. Substitute	\$11.00	
4. Float Sub	\$11.82 . . . . .	\$12.02

**ANNUAL RAISE:** \$.19 after each year, on anniversary date

## *BENEFITS FOR PERMANENT (Year Round) STAFF*

### A. SICK/VACATION TIME

Sick/vacation days shall be accrued at the rate of one and three fourths (1 3/4) days per month (21 days per year). A "day" shall be figured as the result of dividing the total hours worked in the month by the number of working days in the month. In addition:

- On one's 1st & 2nd anniversary in 2016: 2 extra days (23 total)
- On one's 3rd & 4th anniversary in 2016: 3 extra days (24 total)
- On one's 5th & 6th anniversary in 2016: 4 extra days (25 total)
- On one's 7th & 8th anniversary in 2016: 5 extra days (26 total)
- On one's 9th & 10th anniversary in 2016: 6 extra days (27 total)
- On one's 11th & 12th anniversary in 2016: 7 extra days (28 total)
- On one's 13th & 14th anniversary in 2016: 8 extra days (29 total)
- On one's 15th & 16th anniversary in 2016: 9 extra days (30 total)
- On one's 17th & up anniversary in 2016: 10 extra days (31 total)

### B. HEALTH INSURANCE

1. For employees scheduled to work working 20-29 hours per week, the employee will contribute the following to a Red Caboose insurance plan:
  - 17% per month HMO; \$113.38 per month - individual
  - 21% per month HMO; \$266.70 per month - two person family
  - 24% per month HMO; \$464.88 per month - family

For employees scheduled to work at least 30 - 40 hours per week, the employee will contribute the following to a Red Caboose plan:

- 13% per month HMO; \$86.70 per month - individual
- 14% per month HMO; \$177.80 per month - two person family
- 15% per month HMO; \$290.54 per month - family

\* OR \*

2. For those employees scheduled to work 20 or more hours per week who do not elect health insurance through Red Caboose, Red Caboose will contribute the following:
  - \$500 per year (available in full at the beginning of the year; prorated for new hires) to be used for medical, dental and optical care, plus \$760 per year cash-in-lieu-of-insurance (\$29.24 on the first 25 paychecks of the year and \$29.00 on the 26<sup>th</sup> paycheck; prorated for new hires).

See section XXXIII in contract for details

## C. DENTAL INSURANCE

Employees working 20 hours a week or more will contribute the following to the Red Caboose dental insurance plan:  
\$ 21.50 per month - individual  
\$ 40.94 per month - two person family  
\$ 63.00 per month – family

## D. FLEXIBLE BENEFIT PLAN

1. Employee Share of Health or Dental Insurance Premium  
The portion of pay that is contributed towards the employee share of health insurance premium shall be designated so that it is not subject to payroll taxes
2. Dependent Care Assistance Program  
Employees may elect to redirect a portion of their salary to a Dependent Care Assistance Account, to be used for Employment-Related Child or Dependent Care expenses. The amount of redirected salary is not subject to payroll taxes
3. Health Care Reimbursement Plan  
Employees may elect to redirect a portion of their salary to a Health Care Reimbursement Account, to be used for out-of-pocket medical, dental, or vision expenses. The amount of redirected salary is not subject to payroll taxes

## E. PENSION PLANS

1. The Red Caboose Pension Plan is an employer SEP plan. Contributions shall be paid at a rate of 3.50% on wages earned starting in the beginning of the calendar year following the first anniversary of employment
2. 403B Plan: Employees may redirect a portion of their salary into a pension fund. The amount of redirected salary is not subject to payroll taxes

## F. CHILD CARE BENEFIT

1. 10% discount on tuition (based on amount the employee is responsible for)
2. The registration fee and annual parent dues will be waived for staff
3. The minimum enrollment requirement may be waived in the Bumblebee and Grasshopper Rooms and in Summer Program

## G. LONG TERM DISABILITY PLAN

Red Caboose provides long term disability to all full-time permanent employees

#### H. HOLIDAY PAY

This is paid to staff if they are scheduled on said holiday for the hours that they are scheduled.  
New Year's Day, Martin Luther King Jr. Day, July 4, Memorial Day, Labor Day,  
Thanksgiving, Day After Thanksgiving, December 24 (Christmas Eve), December 25  
(Christmas Day), December 31 (New Years Eve)

#### I. WORKER'S COMPENSATION

#### J. UNEMPLOYMENT COMPENSATION

#### K. SOCIAL SECURITY (FICA)

#### L. TRAVEL AND EXPENSE

1. IRS rate per mile by car.
2. Reimbursement for bus, tolls, and parking.

#### M. STAFF DEVELOPMENT

1. Professional Time  
25 hours per year.  
Additional upon approval of Director.
2. Training Money  
Payment of conference registration and inservice fees, as approved by the  
Director, up to \$150.00 per year per person
3. Long Range Planning Time  
6 hours per year for School Age Program staff  
8 hours per year for Child Care Program staff
4. All Center Activities (all staff meeting, annual meeting, etc.)  
as approved by Director

## **BENEFITS for LTE and School Year Teacher Positions 2016**

### **A. SICK/VACATION TIME**

Sick/vacation days shall be accrued at the rate of one and one quarter (1 ¼) days per month (15 days per year). A "day" shall be figured as the result of dividing the total hours worked in the month by the number of working days in the month.

### **B. HOLIDAY PAY**

This is paid to staff if they are scheduled on said holiday for the hours that they are scheduled. New Year's Day, Martin Luther King Jr. Day, July 4, Memorial Day, Labor Day, Thanksgiving, Day After Thanksgiving, December 24 (Christmas Eve), December 25 (Christmas Day), December 31 (New Years Eve Day)

### **C. WORKER'S COMPENSATION**

### **D. UNEMPLOYMENT COMPENSATION**

### **E. SOCIAL SECURITY (FICA)**

### **F. TRAVEL AND EXPENSE**

- a. Mileage by car as determined by IRS.
- b. Reimbursement for bus, tolls, and parking.

### **G. STAFF DEVELOPMENT**

Prorated Professional Time, Training money, Long Range Planning Time, as approved by Director or Program Supervisor

### **H. \$100 paid towards the State Licensing required physical exam.**

**ANNUAL RAISE:** after each year, on anniversary date, based on number of hours worked the past year. For 1040-2080 hours: \$.19

For 520-1039 hours: \$.15

For 260-519 hours: \$.10



# Application for Employment

## Teacher –RC After School

### Red Caboose Day Care Center, Inc

**654 Williamson Street, Madison WI 53703**



NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
 \_\_\_\_\_

PHONE: Day \_\_\_\_\_

Evening \_\_\_\_\_

Email \_\_\_\_\_

***PLEASE CHECK THE FOLLOWING THAT APPLY:***

I have college credits in education, child development or related subjects and (*please attach transcript*)

Name of course/s: \_\_\_\_\_

I have completed the following classes, on technical school level (*please attach certificate*)

- Introduction to the Child Care Profession
- Skills and Strategies for the Child Care Teacher
- Introduction to the School Age Care Profession
- Other \_\_\_\_\_

I have an associate degree in child development or related (*please attach transcript*)

I have a BA or BS in elementary education or related (*please attach transcript*)

I have a Registry certificate (*please attach*)

I have had at least 80 days experience providing direct childcare (as a teacher) in a licensed program or school with school age children

***\*\*ATTACH A COPY OF YOUR TRANSCRIPT TO THIS APPLICATION. NO APPLICATION WILL BE CONSIDERED WITHOUT A TRANSCRIPT!\*\****

	School, College or Other Training	Dates Attended	Nature of Study	Degree
1				
2				
3				
4				
5				

**PLEASE LIST YOUR CURRENT OR MOST RECENT EMPLOYER AND ALL RELEVANT WORK AND/OR VOLUNTEER EXPERIENCE.**

	Employer (Name & City)	Job Title	Supervisor Name & Phone#	Dates Employed mm/yy-mm/yy	Hrs/Wk	Reason for Leaving	Ages of Kids
1							
	Job Duties:						Paid or Vol?
2							
	Job Duties:						Paid or Vol?
3							
	Job Duties:						Paid or Vol?
4							
	Job Duties:						Paid or Vol?
5							
	Job Duties:						Paid or Vol?

**PLEASE ANSWER THE FOLLOWING ON A SEPARATE SHEET OF PAPER:**

1. Why are you interested in working with school age children? Specifically at Red Caboose?
2. What does a quality after school program look like, sound like and feel like?
3. What special skills and talents could you bring to our program?
4. What is your style of guiding children's behavior?

I certify the information in this application is true, and I give Red Caboose permission to contact any of the people/agencies listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The following information is requested for our Affirmative Action records. Submission of the information is voluntary: it will not be used in our decision to hire or promote. Failure to submit the information will not affect our decision to hire or promote.

Gender  Male

Female

Ethnicity  Hispanic or Latino

Not Hispanic or Latino

Race  White

Black

Asian

Pacific Islander

American Indian/ Alaskan Native

Age \_\_\_\_\_

Disability Do you have a disability  yes  no

\*\*\*\*\*

How did you hear about this position?

Isthmus

Craigslist

UW Student Job Center

Edgewood Job Placement

MATC Job Placement

Friend/Family

Local Organization: \_\_\_\_\_

Other: \_\_\_\_\_