



## We Are Hiring!

Red Caboose School Age Programs  
Year Round & School Year Positions  
Starting September 2018

### 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: \$11.92 probation wage (\$12.12 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: \$11.92 probation wage (\$12.12 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@redcaboosedaycare.org](mailto:school.age@redcaboosedaycare.org)  
Positions are open until filled

Affirmative Action – Equal Opportunity Employer, Minorities Encouraged to Apply



*Red Caboose Child 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.



Application for Employment  
Red Caboose School Age Program  
654 Williamson St. Madison, WI 53703  
608-251-5432

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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

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 RESUME\*\****

**PLEASE ANSWER THE FOLLOWING QUESTIONS IN YOUR COVER LETTER:**

1. Why are you interested in working with school age children? Specifically at Red Caboose?
2. What special skills and talents could you bring to our program?
3. How do you address the needs of children from different backgrounds?



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: \_\_\_\_\_