

Fond du Lac Public Library

Position: SEED Bilingual Pre-Service Teacher (LTE/Seasonal)

Service Area: Idea Studio (SEED Program)

Reports to: SEED Program Manager/Liaison

Special notes: LTE/Seasonal, grant-funded

Under the general supervision of the SEED Program Manager/Liaison, SEED Bilingual Pre-Service Teachers are responsible for delivering high-quality Science, Technology, Engineering, Arts & Mathematics (STEAM) programming, using the framework/guidelines provided by SEED/Design Lab and for supporting the bilingual communications needs of students and families.

This position is part of the 2021-2026 STEAM Ecosystem Expansion Demonstration Project (SEED Project), funded by the U.S. Dept of Education's Assistance for Arts Education (AAE) grant and administered by Dramatic Results, a non-profit educational arts agency. The goal of the project is to develop communities' capacity to create and sustain high-quality, engaging, and equitable STEAM programs for underrepresented students in an effort to build arts-integrated educational pathways to a more diverse creative workforce, with project sites located in California, Maryland and Wisconsin.

The essential duties listed below are not meant to be all inclusive; other tasks may be assigned. All library employees are expected to work a flexible schedule, including nights and weekends.

Essential Tasks for SEED Bilingual Pre-Service Teachers

1. Think critically about diversity, equity, access and inclusion (DEAI) and its impact on delivering culturally relevant programming
2. Work collaboratively with a co-teacher and independently to deliver high-quality programming; with a special emphasis on social emotional learning practices
3. Nurture professional and positive relationships with colleagues and partners
4. Facilitate established SEED/Design Lab curriculum as needed
5. Be on-time and ready with materials and agenda prior to program start
6. Demonstrate mindfulness when working with students and educators
7. Be accountable for paperwork, scheduling, and meeting deadlines
8. Follow all COVID guidelines as requested by Fond du Lac Public Library or relevant partner organizations
9. Be ready to pivot in cases of emergency in alignment with library procedures
10. Support cross-department efforts in evaluation and marketing
11. Communicate, support, and engage families whenever possible
12. Liaise with library and partner site staff for program and student logistics as needed
13. Attend training and professional development as required
14. Flexibly assist with bilingual communications needs that arise, including translation of written text and interpretation of spoken language with students and families
15. Other duties as assigned

Minimum Qualifications and Requirements of the Position

- A. Knowledge and Skills
 1. Fluency in speaking and writing both English and Spanish is *required*
 2. Ability to adequately translate or interpret on an impromptu basis, with the goal of understanding, not perfection

3. Students from all teaching disciplines are encouraged to apply
 4. Be flexible—teachers have to quickly adapt and inspire. We don't expect you to know everything, we're looking for candidates who are curious and want to build their creative confidence
 5. Demonstrate excellent written and oral communication skills
 6. Proficiency in Microsoft Office and Google Suite required
 7. Must have cell phone available for use during work hours and reliable transportation to travel to sites around Fond du Lac
 8. Must be comfortable working in person, with a mask on if desired or if required by the library or a partner organization
- B. Education, Licenses, and Certifications
1. Enrolled in or graduated from a university Education (or related field) bachelor's degree program
- C. Physical Requirements
1. Standing, walking, stooping, bending and reaching
 2. Talking and hearing; use of the telephone
 3. Far vision at 20 feet or further, and near vision at 20 inches or less
 4. Handling/fine motor skills: picking up and shelving materials
 5. Fingering/fine motor skills: keyboarding, writing, filing, sorting, stapling, and cutting
 6. Lifting, carrying: 50 pounds or less
 7. Ability to apply up to 30 pounds of force to push or pull a cart of materials on wheels
 8. Ability to work long hours while standing
 9. Ability to go up and down stairs as needed

Equipment Used

1. Computers, printers, peripherals
2. Photocopier and scanner
3. Multi-line telephone
4. Paper cutter, laminator
5. AV equipment
6. Makerspace (Idea Studio) equipment as needed
7. Emerging technology

Environmental and Working Conditions:

In the library with some programming throughout the community in various settings.