

**Fond du Lac Public Library**

**Position:** Design Lab (SEED) Pre-Service Teacher (LTE/Seasonal)  
**Service Area:** Idea Studio (SEED Program)  
**Reports to:** Design Lab Program Manager/Liaison  
**Special notes:** LTE/Seasonal, grant-funded

Under the general supervision of the SEED Program Manager/Liaison and in concert with the Curriculum and Instruction Specialist, SEED 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.

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. During the summer, PSTs are expected to work up to 40 hours per week when students are present and reduced hours between sessions for planning and revision. During the academic year, PSTs are expected to work for 4 hours each for up to 10 Saturdays each semester in addition to planning and revision time between sessions.

PSTs will be required to take the Intercultural Development Inventory and meet with a Qualified Administrator after hiring. This is to ensure we are able to provide developmentally appropriate Diversity, Equity, Access, and Inclusion (DEAI) training. PSTs are also required to attend at least 18 hours of DoE AAE required professional development in the following areas in addition to program specific training sessions:

- Embracing Diversity, Equity, Access, and Inclusion
- Culturally Engaged Pedagogy
- Psycho-Social Skill Building (Socio-Emotional Learning)
- Trauma Informed Teaching
- Design Thinking
- STEAM Lesson Planning

**Essential Tasks for Design Lab Pre-Service Teachers**

1. Support the Design Lab Mission: To empower young innovators to think differently about themselves and their world
2. Think critically about DEAI and its impact on delivering culturally relevant programming
3. Work collaboratively with co-teacher(s) and independently to deliver high-quality programming; with a special emphasis on social emotional learning practices
4. Nurture professional and positive relationships with colleagues and partners

5. Facilitate established SEED/Design Lab curriculum as needed
6. Be on-time and ready with materials and agenda prior to program start
7. Demonstrate mindfulness when working with students and educators
8. Be accountable for paperwork, scheduling, and meeting deadlines
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 at least 18 hours of professional development annually as required by DoE AAE Grant; many of these trainings will occur on Fridays
14. Other duties as assigned

#### **Minimum Qualifications and Requirements of the Position**

##### **A. Knowledge and Skills**

1. While candidates from all disciplines are encouraged to apply, we particularly welcome applications from those in teaching programs or those planning to work with children as a profession
2. 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
3. Demonstrate excellent written and oral communication skills
4. Proficiency in Microsoft Office and Google Suite required
5. Must have cell phone available for use during work hours and reliable transportation to travel to sites around Fond du Lac
6. 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 Bachelor's degree program in a related field.

#### **Equipment Used**

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

#### **Environmental and Working Conditions:**

In the library and programming throughout the community in various settings.