

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 and in concert with the Curriculum and Instruction Specialist, 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.

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 Pre-Service Teachers

1. Support the Design Lab Mission: To empower young innovators to think differently about themselves and their world
1. Think critically about diversity, equity, access and inclusion (DEAI) and its impact on delivering culturally relevant programming
2. Work collaboratively with co-teacher(s) 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. Support the bilingual communications needs that arise including translation of written text and interpretation of spoken language with students and families
7. Demonstrate mindfulness when working with students and educators
8. Be accountable for paperwork, scheduling, and meeting deadlines
9. Follow all COVID guidelines as requested by Fond du Lac Public Library or relevant partner organizations
10. Be ready to pivot in cases of emergency in alignment with library procedures
11. Support cross-department efforts in evaluation and marketing
12. Communicate, support, and engage families whenever possible
13. Liaise with library and partner site staff for program and student logistics as needed
14. Attend training and professional development as required
15. Other duties as assigned

Minimum Qualifications and Requirements of the Position

A. Knowledge and Skills

1. Candidates from all disciplines are encouraged to apply
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.
2. Proficiency in reading, writing, and speaking a language in addition to English

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 with some programming throughout the community in various settings.