Educator - Teacher in the Library – part time September 2019-June 2020

The Milwaukee Public Library is seeking energetic, enthusiastic teachers to provide after school homework help and academic support to students in grades 1-8.

**Primary Responsibilities:**
Plan and implement age appropriate activities and use strategies to assist children with homework assignments and learning in general.

**Teacher in the Library will:**
- Help direct children and get them focused on their homework.
- Work with elementary and middle school students on homework assignments in all academic areas.
- Help students in the library focus on learning skills, developing good homework habits, using appropriate learning strategies, and finding resources for completing homework assignments.
- In coordination with the children’s librarian, find books appropriate for the student’s reading level.
- Reinforce learning concepts that are evident in homework assignments.
- Direct students to age appropriate educational activities provided by the library.
- Talk with caregivers and parents about homework strategies, study skills, and general academic support.
- Track student attendance.

**Qualifications:**
Education BA or BS degree **required** along with a current Wisconsin educator’s license. Licensure from other states, if current, will be considered. Current Wisconsin substitute licensure, depending on experience, will be considered.

**Professional experience:**
- Minimum two years of classroom experience.
- Previous tutoring experience is desirable.

**Requirements:**
- Basic computer knowledge necessary and experience with Microsoft Office suite.
- Teachers in the Library must be able to reinforce and teach math concepts through middle school level.

**Skills:**
- Ability to work with a diverse group of children and parents/caregivers.
- Ability to quickly assess student skill level and manage small groups of mixed age children at one time.
- Outstanding communication and interpersonal skills.
- Being very approachable and welcoming, while enforcing library rules and code of conduct, is essential.
- Ability to work independently.
**Other:** Knowledge of Milwaukee schools and the city of Milwaukee is desirable.

**Schedule:** Teachers must be available during after school hours Monday through Thursday. The Teacher in the Library program generally follows the Milwaukee Public Schools’ calendar. A minimum commitment of two days per week is required with four days preferred. Please state in your cover letter how many days per week you are available.

**Dates of Contract:** starting September, 2019 with likely extension to June, 2020. Please contact the library at mpleducation@milwaukee.gov for current Teacher in the Library openings, hours, and compensation.

Submit resume, with cover letter indicating the number of days you are available (Monday-Thursday), proof of licensure and references name/phone/email of three supervisors to: mpleducation@milwaukee.gov. Teacher in the Library positions will remain open until filled. Interviews will commence in late July-early August, 2019.

The library contracts through a local employment agency. This is not a City of Milwaukee position.