

PROFESSIONAL REFERENCES

Name _____ Tel _____ Email _____

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What is a problem you've had with a supervisor or coworker and how did you resolve it?

What fun craft or activity have you planned and led with preschool children?

Please submit examples or a portfolio and share with us how the children benefited educationally through this activity.

What discipline situations have you been faced with and explain how you were able to solve it creatively?

How do you interact with Jesus daily and how did you see Him at work this past week?

How would you train a fellow team member to supervise children well?

Have you been in a team working with children?

What is a strength you would bring to a team?

What are your hobbies? Interests?

Anything else about yourself you would like to share with us?

Do You Have a Home Church _____ Number Year's _____

Please attach your resume with any additional explanations as needed.

CRIMINAL HISTORY DISCLOSURE
(Circle Yes or No)

Have you at any time ever:

- Been convicted of or pleaded guilty to or no contest to a criminal offense of any kind? Yes No
- Participated in, or been accused, convicted or pleaded guilty to or no contest to abuse or any sexual misconduct? Yes No
- Been arrested for any reason? Yes No

Are you aware of:

- Having any traits or tendencies that could pose any threat to children, youth, disabled adults or others? Yes No
- Any reason why you should not work with children, youth, disabled adults or others? Yes No
- If any answer to any of these questions is yes, please explain in detail.

May we contact your previous employer (s)? Yes No

Did you complete this application yourself? Yes No

If not, who completed it for you?

Signature: _____

Date: _____

PRESCHOOL TEACHER ASSISTANT

Responsible to: The direct staff supervisor for this position shall be the Pres-School Director

General Description:

The teacher assistant supervises the group session and playtime groups; assist in maintaining a safe and nurturing environment; and helps each child feel secure and comfortable in the classroom.

Qualifications: A successful candidate will...

The teacher assistant will:

1. Be committed to Jesus Christ and His Word.
2. Be knowledgeable in the teaching/learning process for preschool age children.
3. Display personal initiative in solving problems
4. Be continually learning and open to new ideas and corrections.
5. Possess the interpersonal qualities of tact, warmth, and patience.
6. Must be able to pick up children, lift 35 lbs. and have the ability to move rapidly; run short distances.
7. Having the ability to sit on the floor with the children is a must.

Responsibilities:

8. Supervise art, outside recess and playtime groups as necessary.
9. Set up classrooms before school and put toys away after class.
10. Help keep children on task during large group activities.
11. Assist in preparing art projects.
12. Assist in preschool programs, (outside of normal school hours).
13. Help keep classrooms, toys, and equipment clean and safe.
14. Assist director as needed.

Weekly Hours - 22.5 - Monday 8:00am – 2:00pm - Tuesday thru Friday – 8:00am – 12:30pm

Conditions of Employment: The work of the assistant shall be reviewed annually by the supervisor based upon the job description and annual goals. Initial salary and terms of employment, to be approved by the Congregation, shall be established by the Elders on the basis of the salary guidelines, taking into account levels of experience and education. Subsequent salary determinations will factor in the supervisor's review.