

Holy Trinity Preschool

Job Description and Requirements

Teacher

Description

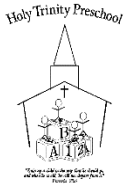
Must be a caring individual that is able to prepare small children for kindergarten by easing them into organized education. You will teach them important elements that they will encounter soon after they enter school life. A preschool teacher must have a great love and patience for children. Qualifications needed to teach them effectively include knowledge of best practices and preschool educational methods as well as the ability to engage them and earn their trust and attention. The goal is to contribute to the healthy mental and emotional development of the child so they can more easily acclimate in the next level of education.

Responsibilities

- Develop a careful and creative program suitable for preschool children
- Employ a variety of educational techniques (storytelling, educational play, media etc.) to teach children
- Encourage children to interact with each other and resolve occasional arguments
- Guide children to develop their artistic and practical capabilities (identify shapes, numbers, colors, do crafts etc.)
- Track children's progress and report to parents
- Communicate with parents regularly
- Maintain a clean and tidy classroom consistent with health and safety standards
- Establish and enforce rules of behavior for children in their classrooms
- Provide basic needs for children
- Adapt teaching methods and materials to meet the interests and learning styles of children
- Develop and maintain positive relationships with children and parents
- Manage classroom activities including lessons, play, breaks and snacks

Requirements

- Understanding of the principles of child development
- Familiarity with safety and sanitation guidelines for classrooms
- Excellent communication and instructional skills
- Ability to act as mediator between children
- Cool-tempered, friendly, and reliable
- Ability to lift/carry up to 50 pounds
- Ability to remain standing for extended periods and move around the classroom/playground
- Establish and enforce rules of behavior for children in their classrooms
- Provide basic needs for children
- Provide tools and resources for children to use and explore during learning and play activities
- Adapt teaching methods and materials to meet the interests and learning styles of children
- Develop and maintain positive relationships with children and parents
- Manage classroom activities including lessons, play, breaks and meals



Holy Trinity Preschool

Job Description and Requirements

Assistant

Description

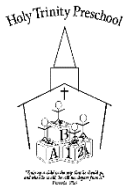
Must be able to interact well with children, prepare snacks, and change diapers when needed. Must also be able to assist the teacher with lessons and crafts, as well as gathering materials needed for those lessons and crafts.

Responsibilities

- Implementing the teacher's lesson plans and maintaining daily classroom schedules
- Supporting each child's social, emotional, and intellectual growth and development
- Ensuring the wellbeing and safety of children at all times
- Using a variety of instructional and assessment strategies, as directed by the teacher, to meet individual student needs
- Assisting students with assignments or difficult concepts
- Maintaining communication with parents, staff, and faculty regarding the progress of students

Requirements

- Excellent verbal and written communication skills
- Proven organizational and time management skills
- Ability to maintain a professional personal appearance, attitude, and work behavior at all times
- Ability to work well independently and as part of a team
- Ability to work well with students with various learning needs
- Friendly and nurturing disposition
- Knowledge of basic childcare principles
- Ability to lift/carry up to 50 pounds
- Ability to remain standing for extended periods and move around the classroom/playground



Holy Trinity Preschool

Employment Application

Applicant Information

Full Name: _____ DOB: _____ SSN: _____
First Middle Last

Address: _____
Street Address (Please add mailing address, if different from above) Apartment/Unit #

City State ZIP Code

Phone: _____ Email: _____

Position Applied for: _____ Date Available: _____
Full Time Part Time Substitute

(Full Time is considered 7:45am-12:15pm Monday-Thursday, but may vary)

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever been convicted of a felony or misdemeanor (other than traffic violations)? YES NO

If yes, explain: _____

Education

High School: _____ Location: _____
Did you graduate? YES NO

College: _____ Location: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Major/Subject(s) of Study: _____

Other: _____ Location: _____
From: _____ To: _____ Did you graduate? YES NO Degree: _____

Major/Subject(s) of Study: _____

Specialized Skills

Current CPR Training: YES NO

First Aid Training: YES NO

Languages Spoken and/or Written: _____

PC Software and other equipment skills: _____

Please list any special skills or other items that may contribute to your abilities in performing the desired position.

Employment History

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: \$ _____ Ending Salary: \$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

References

Please list three references who have first-hand knowledge of your character, personality, Christian life training, and experience.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Spiritual Information

What church do you attend? _____ Denomination: _____

Pastor's Name: _____

Address: _____

Are you active in your church? YES NO
 In what capacity? _____

Disclaimer and Signature

In submitting this application, I understand that an investigation may be made whereby information is obtained regarding my character, previous employment, general reputation, educational background, and/or criminal history. I authorize any persons with this information to furnish it to Holy Trinity Preschool upon request and I release anyone so authorized at Holy Trinity Preschool from liability and damages whatsoever in furnishing, obtaining, or using said information.

In the event of employment, I understand that false or misleading information given in my application or interview may result in immediate dismissal. I also understand that I am to abide by all rules and regulations of Holy Trinity Preschool.

I understand and agree that if employed, it is "at will." I understand that either Holy Trinity Preschool or I may end the employment at any time for any reason or no reason at all. I understand that receipt of this application does not imply employment and that this application or any other company documents are not contracts of employment.

I certify that my answers are true and complete to the best of my knowledge.

Signature: _____ Date: _____

(Check box if signed digitally.)