



404 North Jackson Street
Charles City, IA 50616
(641) 228-4525

Childcare Staff Employment Application

PERSONAL

Name _____ Date _____

Social Security Number _____

Address _____

City _____ State _____ Zip Code _____

E-mail Address _____

Home Phone Number _____ If hired, can you show proof of age? _____

Cell phone number _____

Why are you applying for this job? _____

When can you begin work? _____ What hours can you work? _____

Which age group do you prefer to work with? _____

Are you available as a substitute? _____

If yes, what hours? _____

EDUCATION

(please attach resume and letters of reference as available)

Name/Location Of Institution	From	To	Major Subjects	Diploma/Degree
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Early Childhood Continuing Education

General

What qualities do you possess that would make you an asset to this program?

Have you ever been discharged or asked to resign from any position? _____

If yes, please explain _____

Have you ever been convicted of a felony? _____

Work Status: U.S. Citizen _____ Other (Please indicate Visa type) _____

Do you have a work permit? _____

(Must be current to be employed by TLC)

Please describe your previous work experiences with children

What you liked, didn't like, and why

If the information that I have provided you is incorrect or untrue, I understand it may be grounds for denial of application or termination of employment.

Name _____

Date _____

Work History

(Start with most recent employer)

Employer _____ **Duties** _____

Supervisor _____

Address _____

Phone Number _____

Kind of Business _____

Your Job Position _____

Dates Employed _____

May we contact employer to verify information? _____

Employer _____ **Duties** _____

Supervisor _____

Address _____

Phone Number _____

Kind of Business _____

Your Job Position _____

Dates Employed _____

May we contact employer to verify information? _____

Employer _____ **Duties** _____

Supervisor _____

Address _____

Phone Number _____

Kind of Business _____

Your Job Position _____

Dates Employed _____

May we contact employer to verify information? _____

Work experiences in public service; please include volunteer work, practiums, etc.

TLC: THE LEARNING CENTER
Job Description
Assistant Teacher (Child Care Worker)



BRIEF JOB SUMMARY:

The assistant teacher will be responsible for assisting the lead teacher in the general supervision and management of a class in accordance with the developmental needs of the children, educational philosophy and mission of the Center.

PRINCIPLE RESPONSIBILITIES AND DUTIES:

Space and Furnishings

- Assist in planning and preparing the ordered arrangement, appearance, décor, and learning environment of the classroom
- Care for the TLC property and classroom supplies as if they were your own, serving as a role model for teaching children respect for TLC property

Personal Care Routines

- Assist in meeting the daily needs of the Center to assure the highest quality of care to children
- Be familiar and abide by TLC's Policies and Procedures For Child Care Handbook
- Assume with the lead teacher an equal share of the joint classroom housekeeping and meal time responsibilities which include but are not limited to: wiping up spills, keeping table tops clean, sweeping, and making sure that the room is neat and clean at the end of the day

Language-Reasoning Activities

- Assist in offering activities that meet the emotional, physical, social, and intellectual needs of both the individual child and the group

Interaction

- See every child in the group as an individual, respecting his right to be himself and recognizing that each child's experience is limited
- Be fair to every child whatever his personal limitations may be and to make an honest effort to "find something to love" in each, scrupulously avoiding favoritism
- Use positive discipline for teaching children how to act/react in a socially acceptable manner

Program Structure

- Assist in planning and implementing the daily class program; the assistant will only plan for lessons if it is okay by the lead or if the lead is out all week
- Assist in preparing a warm, nurturing, and safe environment where self concepts are enhanced, independence encouraged and individuality respected
- Assist in observing, recording, and reporting significant individual and group behavior
- File accident/incident when necessary and as required

Parents Relationship

- Assist in establishing and maintaining positive communication with parents
- Respect the parent's rights and opinions as to what is best for their child.

Staff Relationship

- Supervise the classroom when the lead teacher is not present
- Perform any other duties as assigned or judged by the lead teacher or Director to be the responsibility of the assistant teacher as to the day to day operation of the classroom and the overall TLC program

Professional Behavior and Growth

- Maintain professional attitude and loyalty to TLC
- Arrive and clock in 5 minutes before scheduled starting time
- Avoid discussion of the child in his/her presence
- Confine reports to parents to information about their child, taking care not to make comparisons or give any information about other children in the group

Carries out other duties as necessary for a quality program

PHYSICAL REQUIREMENTS:

1. Must be able to perceive the nature of sounds at normal speaking levels with or without correction.
2. Must be able to receive detailed information through oral communication and to make the discriminations in sound.
3. Must be able to communicate verbally and in writing in the English language at a level that the parents and staff are able to understand and respond to what has been communicated.
4. Must have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned.
5. Must be able to lift between one pound and forty-five pounds to a height of three and one half feet on a repetitive basis, i.e. twenty to thirty times daily.
6. Must be able to: bend, stoop, squat, and crouch to a child's height in order to maintain eye contact at the child's level; sit, kneel, and crawl on the floor; climb to or reach children in any location within the Center and on any piece of playground equipment if needed to assist a child.

QUALIFICATIONS:

1. Must possess sensitivity and maturity and be able to demonstrate evidence of ability to relate well to both children and adults.
2. Must be willing to fulfill responsibilities and obligations according to TLC's educational philosophy and program as outlined in the Employment Handbook, Policies and Procedures for Child Care Handbook, and class outline.
3. Must possess and demonstrate qualities of the ability to be personally and professionally prepared for the position of a teacher of young children possessing a warm, friendly, nurturing personality.
4. Must meet as applicable the licensing requirements and standards for certification as issued by the Iowa Department of Human Services.

EDUCATION:

- Meet the appropriate certification and licensing standards as stipulated by the Iowa Department of Human Services.

EXPERIENCE:

- Meet the appropriate certification and licensing standards as stipulated by the Iowa Department of Human Services.

KNOWLEDGE/SKILLS/ABILITIES:

1. Knowledge of normal/abnormal growth and development throughout the age continuum.
2. Ability to provide, assess, interpret, and communicate age-specific data.
3. Must be able to accept constructive feedback.
4. Must be able to organize and manage time and manage multiple tasks.
5. Ability to develop and maintain effective communications and working relationships with other employees, parents, and their families as well as the general public, across all age groups.
6. Ability to demonstrate professional behavior by adhering to policies and procedures, and assuming authority appropriately.
7. Must maintain adequate personal grooming consistent with professional appearance.
8. Must pursue education or training necessary to perform at the level of competence required to incorporate the hardware, software, technologies, and ideas relevant to specific job responsibilities.
9. Must be able to adhere to the Principles and to the Mission Statement of the Center.

This job description reflects managements' assignment of essential functions, it does not prescribe or restrict managements' right to assign or reassign duties, responsibilities and tasks to this job at any time.

I have read and understand the contents of this Job Description.

Employee Signature: _____

Date Signed: _____

Witnessed by: _____

TLC: THE LEARNING CENTER
Job Description
Substitute Staff



BRIEF JOB SUMMARY:

The substitute will be responsible for performing the duties of lead or assistant teacher in the general supervision and management of a class in accordance with the developmental needs of the children, educational philosophy and mission of the Center.

PRINCIPLE RESPONSIBILITIES AND DUTIES:

Space and Furnishings

- Care for the TLC property and classroom supplies as if they were your own, serving as a role model for teaching children respect for TLC property

Personal Care Routines

- Assist in meeting the daily cleaning and/or housekeeping needs of the assigned classroom and Center to assure the highest quality of care to children
- Take initiative in providing care for children, change diapers, feed babies, etc.

Language-Reasoning Activities

- Assist in offering activities that meet the emotional, physical, social, and intellectual needs of both the individual child and the group

Interaction

- Be fair to every child whatever his personal limitations may be and to make an honest effort to “find something to love” in each, scrupulously avoiding favoritism

Program Structure

- Assist in implementing the class program
- Assist in providing a warm, nurturing, and safe environment where self concepts are enhanced, independence encouraged, and individuality respected
- Assist in observing, recording, and reporting significant individual and group behavior
- File accident/incident and any other reports when necessary and as required
- Read and follow the classroom binder or ask the foster grandparent in the room

Parents Relationship

- Establish and maintain positive communication with parents

Staff Relationship

- Follow directions from other staff in the room or other staff in TLC
- Ask other staff what needs to be done in the room

Professional Behavior and Growth

- Maintain professional attitude and loyalty to TLC
- Arrive and clock in 5 minutes before scheduled starting time

Carries out other duties as necessary for a quality program

PHYSICAL REQUIREMENTS:

- Must be able to lift between one pound and forty-five pounds to a height of three and one half feet on a repetitive basis, i.e. twenty to thirty times daily.
- Must be able to: bend, stoop, squat, and crouch to a child’s height in order to maintain eye contact at the child’s level; sit, kneel, and crawl on the floor; climb to or reach children in any location within the Center and on any piece of playground equipment if needed to assist a child.

QUALIFICATIONS:

- Must possess sensitivity and maturity and be able to demonstrate evidence of ability to relate well to both children and adults.

EDUCATION:

- Minimum of high school diploma preferred. GED acceptable.

EXPERIENCE:

- Previous experience working with children in a child care setting preferred.
- Volunteer experience a plus.

KNOWLEDGE/SKILLS/ABILITIES:

1. Must be able to accept constructive feedback.
2. Must maintain adequate personal grooming consistent with professional appearance.
3. Must be able to adhere to the Principles and to the Mission Statement of the Center.

This job description reflects managements' assignment of essential functions, it does not prescribe or restrict managements' right to assign or reassign duties, responsibilities and tasks to this job at any time.

I have read and understand the contents of this Job Description.

Employee Signature: _____

Date Signed: _____

Witnessed by: _____