

Little Light Preschool



A MINISTRY OF SMOKEY POINT COMMUNITY CHURCH

Job Description

Job title: Lead Preschool Teacher

Regular work days: Thursday Friday

Statue: Salary

Reports to: Preschool Director

Position Description: The Preschool Teacher is responsible for providing a safe and developmentally appropriate preschool program in accordance with the goals and curriculum of Little Light Preschool and Smokey Point Community Church.

Scope: The Preschool Teacher will be educated, kind, loving, fun, professional and creative. Lead Teachers should instill a love of learning in their students and focuses on helping each individual student learn at this or their own pace. Lead Teachers should be reliable and independent.

Qualifications

- Education: Bachelor's degree in education and/or Early Childhood Development Certificate preferred
- Experience: Previous teaching experience and experience working with young children required. Should have a practical understanding of early childhood education.
- Person Qualities: Need to be friendly, inviting, self-motivated, even-tempered, adaptable
- Possess a living faith in Jesus Christ as Lord and Savior as evidenced in testimony and lifestyle, and be an active church attendee
- Hold current CPR/First Aid training certificates or be willing to obtain upon hiring to position
- Be able to guide and control the entire class of children, maintaining a relaxed and peaceful atmosphere

Responsibilities

Develop and implement a developmentally appropriate preschool program for young children. (see next page)

- Plan and implement daily activities to meet the spiritual, physical, emotional, intellectual and social needs of the children in the program
- Provide various experiences and activities for children including bible teaching, character development, fine and gross motor skill practice, songs, finger plays, story telling, art, and sensory experiences
- Develop activities that introduce math and literacy concepts
- Support children's language
- Encourage children to make good decisions by being problem solvers and learning from their mistakes. Implement positive discipline when required.
- Maintain a secure environment by setting clear limits and dealing with difficult situations. Clearly and effectively communicate in a manner that children understand.
- Possess effective verbal and listening communications skills
- Observe children and make note of progress. Work with individual students as needed.
- Set up and clean up activities for each day
- Keep classroom attractive and relevant keeping in mind it is a shared space.
- Prepare and distribute "Child of the Week" snack list. Encourage nutritious snacks.
- Help plan field trips and Christmas/Graduation programs.
- Help prepare and plan and be present at Open house
- Attend staff meeting each month as scheduled by Director
- Supervise and guide assistant teacher with clear communication
- Ensure children are supervised at all times
- Keep track of field trip budget
- Be familiar with emergency procedures and keep classroom emergency book up to date
- Ability to handle accidents and emergencies at any time.
- Maintain professional attitude and loyalty to the school and SPCC
- Perform additional duties as required

Communicate with parents and members of the staff

- Keep parents informed of program expectations, program activities and their child's progress
- Develop and maintain current, accurate and confidential files on each child and provide a yearly conference with parents and child
- Build an effective communication system through monthly newsletters, calendars, day to day activities guides, and email communications, and class communication app
- Keep class communication app info up to date for your class
- Prepare monthly bulletin boards and keep information board up to date
- Keep communication current with assistant teacher, the director, and the church office.
- Discuss identified problems and needs with director

Physical Requirements:

- Be able to lift 40 pounds
- Be able to climb, stoop, kneel, crouch, crawl reach, stand, walk, push, pull, lift, grasp, and sit on the floor at children's level
- Be able to get up off the floor quickly and frequently

Work Environment: The noise level in classroom varies but is usually moderate to loud

Time Requirements:

Workdays: Thursday and Friday in the classroom. Plus 6 hours of prep time in the office per week.

Additional hours included in your salary would include but not limited to:

- 5 day Staff In-Service week (late August/early September)
- SPCC All Staff Retreat (early Sept) (not paid hours but paid for)
- Regular monthly staff meetings
- Open House
- Parent Information Night
- Christmas Program
- End of the Year Celebration
- Special Events and Set up for Special Events
- End of the Year Clean up (the week following the last day of preschool)

Thanksgiving, Christmas, Spring Break, and other school closures are paid. The hours that the teacher is off for these school closures are calculated for the time spent at the Christmas/Graduation programs, teachers' in-service days, parent orientation, and extra activity times.

Additional Information:

- Our preschool calendar “generally” follows the Lakewood Public School calendar for Christmas and Spring Break and we follow this district’s recommendation for closures due to inclement weather.
- There is no paid vacation days due to time off for holidays, scheduled breaks and summer vacation.
- medical benefits available at this time
- Sick leave is accrued on hours worked.
- All positions are part-time.
- Criminal background checks will be one on all employees.

Little Light Preschool has been given an awesome responsibility to care and teach the children of our church and community. Teaching is a very rewarding and exhausting job! Little Light Preschool takes joy in employing loving, enthusiastic, reliable, and experienced teachers and assistants.

Little Light Preschool



A MINISTRY OF SMOKEY POINT COMMUNITY CHURCH

Diona Ries, Preschool Director 425-737-7730

Email: diona@smokeypoint.church P.O. Box 3247, Arlington, WA 98223

LEAD PRESCHOOL TEACHER APPLICATION

We appreciate your interest in employment at Little Light Preschool. Our mission, as a ministry of Smokey Point Community Church, is committed to the development of a preschooler's social, emotional, intellectual, cognitive and spiritual life in Jesus Christ, while pursuing academic excellence in a manner which honors and glorifies God, based on the only infallible Word, the Bible.

We look forward to receiving your application. The following checklist will assist you in your application process.

1. Complete/Sign all attached forms. All forms must be submitted before processing begins.

- Application
- Confidential Personal Reference
- Confidential Supervisor Reference

2. Attach the following additional items.

- Current Resume
- Essay Questions

3. Submit all information to the Church Office – Attention: Diona Ries, LLP Director

4. Interview Process

Administration will review your completed file. If a position is open and qualifications are met, the office will contact you to schedule an interview.

- Interview time set _____
- Post Interview - You will be notified in writing of the decision regarding the status of your employment.

"Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6

Little Light Preschool

Diona Ries, Preschool Director 425-737-7730

Email: diona@smokeypoint.church P.O. Box 3247, Arlington, WA 98223

LEAD PRESCHOOL TEACHER APPLICATION

Application Date: ____/____/____ Date Available: ____/____/____

PERSONAL INFORMATION

Full Name _____ Birthday: Month _____ Day _____

Street Address _____

City _____ State _____ Zip _____

Email _____

Phones: Daytime _____ Evening _____ Cell _____

Best time to call _____ I would also be available to Substitute: Yes No

Optional Information: Marital Status _____ Spouse's Name _____

Children's Names and Ages _____

POSITION DESIRED

Days and Hours Available _____

Position Applying For _____

How did you learn about the position for which you are applying? _____

CHURCH

What church do you attend regularly? _____

Member: Yes No # of Years? _____

Church/Community Involvement: List activities, leadership positions, volunteer work, etc. that you participate in on a regular basis.

Description _____ Dates _____

Description _____ Dates _____

EDUCATION

College Major _____ Minor _____

School	Name & Location of School	Dates Attended	# of years	Date of Graduation	Degree / Diploma
Graduate School					
College					
High School					
Early Education Classes					

ESSAY QUESTIONS

Please answer the following questions on a separate sheet of paper.

1. Provide an explanation of your faith, including how you became a Christian.
2. Why do you wish to work at Little Light Preschool?
3. What constitutes your basic philosophy of Christian early childhood education?
4. What would you consider to be one of your weaknesses and what steps are you taking to improve in this area?
5. Describe your strengths and special interests that might be beneficial as a Little Light Preschool employee.
6. Please enclose a sample lesson plan for a 3s/4s preschool class or a Pre-K class. (depending on position applying for)

EMPLOYMENT (Provide accurate, complete employment record. Start with present or most recent employer)

1	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

2	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

3	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

Permission	Administration may contact the employers listed above unless indicated below.			
	DO NOT CONTACT:			
	1. Employer Name _____	Reason _____		
2. Employer Name _____	Reason _____			

References	I verify that I have mailed the enclosed recommendation forms to the following references:			
	1. Personal Reference _____	Phone _____		
	2. Recent Supervisor _____	Phone _____		

Little Light Preschool does not unlawfully discriminate on the basis of race, color, gender, nationality, ethnic origin, marital status, age, military status, or disability in the admission of students or the hiring of employees. Little Light Preschool is an Equal Opportunity Employer (EOE).

Little Light Preschool



A MINISTRY OF SMOKEY POINT COMMUNITY CHURCH

Diona Ries, Preschool Director 425-737-7730

Email: diona@smokeypoint.church P.O. Box 3247, Arlington, WA 98223

CONFIDENTIAL - PERSONAL REFERENCE (Pastor, Life Group Leader, Volunteer Leaders, Friend, Etc.)

Thank you for agreeing to complete this reference form on my behalf. Upon completion, please send it to the school at the above address.

Name of Applicant (Print) _____ **Date** _____

Street Address _____

City _____ **State** _____ **Zip** _____

Job Position: _____

1. How long have you known the applicant? _____

2. What is your relationship to him/her? _____

3. Please comment on the following areas:

Spiritual Depth _____

Love of Children _____

Enthusiasm _____

Personality _____

Cooperation _____

Adjustment to New Circumstances _____

4. Describe briefly the best qualities and abilities of the applicant. _____

5. Describe briefly the weakest qualities and abilities of the applicant. _____

6. Do you feel these weak qualities are significant enough to warrant attention? _____

7. Please comment (favorably or unfavorably) on any other area not mentioned in regard to the applicant for employment at our preschool. _____

Reference fill in the below information about yourself:

Printed Name _____ **Telephone** _____

Signature _____ **Position** _____

Date _____

Little Light Preschool



A MINISTRY OF SMOKEY POINT COMMUNITY CHURCH

Diona Ries, Preschool Director 425-737-7730

Email: diona@smokeypoint.church P.O. Box 3247, Arlington, WA 98223

CONFIDENTIAL - SUPERVISOR REFERENCE (Recent Supervisor)

Thank you for agreeing to complete this reference form on my behalf. Upon completion, please send it to the school at the above address.

Name of Applicant (Print) _____ **Date** _____

Street Address _____

City _____ **State** _____ **Zip** _____

Job Position: _____

1. How long have you known the applicant? _____

2. What is your relationship to him/her? _____

3. Please comment on the following areas:

Spiritual Depth _____

Love of Children _____

Enthusiasm _____

Disciplinarian _____

Personality _____

Cooperation _____

Adjustment to New Circumstances _____

4. Describe briefly the best qualities and abilities of the applicant. _____

5. Describe briefly the weakest qualities and abilities of the applicant. _____

6. Do you feel these weak qualities are significant enough to warrant attention? _____

7. Please comment (favorably or unfavorably) on any other area not mentioned in regard to the applicant for employment at our school. _____

Reference fill in the below information about yourself:

Employer Name _____ **Telephone** _____

Printed Name _____ **Position** _____

Signature _____ **Date** _____

Little Light Preschool



A MINISTRY OF SMOKEY POINT COMMUNITY CHURCH

Job Description

Job Title: Part-time Preschool Assistant Teacher

Statue: salary

Reports to: Preschool Director/Lead Classroom Teacher

Position Description: Assist the Lead classroom teacher in the general supervision and management of the classroom and the assigned class of children

Qualities:

- High energy and enthusiastic
- Encouraging
- Patience and understanding
- Positive attitude – never show negativity to parents
- Trustworthy and reliable
- Always try to be accommodating
- Ability to take initiative
- Be comfortable engaging and participating with children and parents (no sitting on the sidelines)
- Extremely reliable
- Ministry minded

Essential Duties and Responsibilities:

- Greet child in a warm friendly manner
- Develop a relationship with each child
- Read each child's files to know about their medical and development histories
- Ensures confidentiality as all child/family info is privileged information
- Provide an orderly, clean and appealing classroom
- To ensure high standards to hygiene and safety is always maintained
- Children are never to be left alone; in the classroom, hallways, bathroom, gym, playground, or any other area when children are in your care
- Write accident reports and incident reports, when needed that day
- Keep supply closets, cabinets, and room neat and tidy; clean room after each session

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A MINISTRY OF SMOKEY POINT COMMUNITY CHURCH

- Replenish supplies as needed
- Execute with efficiency duties assigned by the lead teacher
- checking daily attendance records in brightwheel
- Overall supervision of toileting and bathroom time
- Supervise and plan playground and gym time activities
- Help keep indoor and outdoor equipment clean and in good repair
- Prepare snack and snack time activities, birthday celebrations
- Fill back packs each day with papers from their cubbies
- Manage the homework system
- Set up and clean up activities for center time; learning centers at tables, art projects, sensory table, easel, etc.
- Preparing the children to leave at the end of class
- Turn cubbies and keep them clean, organized, and filled
- Making sure all toys books and material are in their proper place at the end of class
- Keeping track of and taking classroom photo's during daily activities, field trips and events
- Record cute things the children do or say

Other Responsibilities:

- Keep open and supportive communication with lead teacher & director
- Follow project/activities plans prepared by the lead teacher
- Communicate ideas to enhance learning with lead teacher before or after class
- Provide classroom management so that the Lead Teacher can execute curriculum without major interruptions
- Interact with children and encourage involvement in all activities
- Assist in student management/teaching/guidance/discipline as requested
- Helps to file and maintain assessment paperwork for conferences
- Copy laminate and prepare materials for teachers as needed
- Assist in preparing bulletin boards and hallway displays
- Support positive language development and modeling conversation by talking with the children
- Encourage children to make good decisions by encouraging problem solving and learning from their mistakes
- Maintain a secure environment by keeping clear limits and dealing with difficult situations

Little Light Preschool



A MINISTRY OF SMOKEY POINT COMMUNITY CHURCH

- Attend and play an active role in all field trips and school programs (open house, parent info night, Christmas/End of the year Celebration programs, and other special events)
- Preparing a thank you card ahead of time to take to field trips
- Attend all regular staff meetings as scheduled by the Director
- Keep communication current with Lead Teacher and Director
- Fill in with confidence for Lead Teacher if she is absent
- Keep certifications current (first aid/CPR)
- Perform additional duties as required

Qualifications

- Possess a living faith in Jesus Christ as Lord and Savior as evidenced in testimony and lifestyle, and be an active attendee of Smokey Point Community Church
- Assure each child that he/she is loved that they have value, that God made them special
- Participate in prayer for teachers, students, and families
- Have experience and or training in Early Childhood Education
- Hold current CPR/First Aid training certification or be willing to obtain it upon employment

Physical Requirements:

- Be able to lift 40 pounds
- Be able to climb, stoop, kneel, crouch, crawl reach, stand, walk, push, pull, lift, grasp, and sit on the floor at children's level
- Be able to get up off the floor quickly and frequently

Work Environment: The noise level in classroom varies but is usually moderate to loud

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Time Requirements:

Pre-K Assistant: Monday, Tuesday, and Wednesday 8:15am-11:45am or 8:15am-3:45pm (depending on position). With full day position there is a session break from 11:30am to 12:30pm. 11:30am-11:45am is used to clean the classroom area from the prior class, with lunch time being 11:45am-Noon is used for setting up for the afternoon class. Lunch time is Noon-12:30pm. Teachers open classroom doors at 12:30pm. Currently your lunch break is paid.

3's/4's Assistant: Thursday and Friday, 8:15am-2:45pm there is a session break from 11:00am to noon. 11-11:15am is used to clean the classroom area from the prior class, with lunch time being 11:15-11:45am. 11:45am-Noon is for setting up for the afternoon class. Currently your lunch break is paid.

Additional hours would include but not limited to:

- 5 day Staff In-Service week (late August/early September)
- SPCC All Staff Retreat (early September)
- Regular monthly staff meetings
- Open House
- Parent Information Night
- Christmas Program
- End of the Year Celebration
- Special Events and Set up for Special Events
- End of the Year Clean up (the week following the last day of preschool)

Additional Information:

- Our preschool calendar "generally" follows the Lakewood Public School calendar for Christmas and Spring Break and we follow this district's recommendation for closures due to inclement weather.
- There is no paid vacation or medical benefits available at this time
- All positions are part-time.
- Criminal background checks will be done on all employees.

Little Light Preschool has been given an awesome responsibility to care and teach the children of our church and community. Teaching is a very rewarding and exhausting job! Little Light Preschool takes joy in employing loving, enthusiastic, reliable, and experienced teachers and assistants.

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A MINISTRY OF SMOKEY POINT COMMUNITY CHURCH

Diona Ries, Preschool Director 425-737-7730

Email: diona@smokeypoint.church P.O. Box 3247, Arlington, WA 98223

ASSISTANT PRESCHOOL TEACHER APPLICATION

We appreciate your interest in employment at Little Light Preschool. Our mission, as a ministry of Smokey Point Community Church, is committed to the development of a preschooler's social, emotional, intellectual, cognitive, and spiritual life in Jesus Christ, while pursuing academic excellence in a manner which honors and glorifies God, based on the only infallible Word, the Bible.

We look forward to receiving your application. The following checklist will assist you in your application process.

1. Complete/Sign all attached forms. All forms must be submitted before processing begins.

- Application
- Confidential Personal Reference
- Confidential Supervisor Reference

2. Attach the following additional items.

- Current Resume
- Essay Questions

3. Submit all information to the Church Office – Attention: Diona Ries

4. Interview Process

Administration will review your completed file. If a position is open and qualifications are met, the office will contact you to schedule an interview.

- Interview time set _____
- Post Interview - You will be notified in writing of the decision regarding the status of your employment.

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ASSISTANT PRESCHOOL TEACHER APPLICATION

Application Date: ____/____/____ Date Available: ____/____/____

PERSONAL INFORMATION

Full Name _____ Birthday: Month _____ Day _____

Street Address _____

City _____ State _____ Zip _____

Email _____

Phones: Daytime _____ Evening _____ Cell _____

Best time to call _____ I would also be available to Substitute: Yes No

Optional Information: Marital Status _____ Spouse's Name _____

Children's Names and Ages _____

POSITION DESIRED

Days and Hours Available _____

Pre-K classes are Mon/Tues/Wed and 3s 4s classes are Thurs/Fri.

Position Applying For _____

How did you learn about the position for which you are applying? _____

CHURCH

What church do you attend regularly? _____

Member: Yes No # of Years? _____

Church/Community Involvement: List activities, leadership positions, volunteer work, etc. that you participate in on a regular basis.

Description _____ Dates _____

Description _____ Dates _____

EDUCATION

College Major _____ Minor _____

School	Name & Location of School	Dates Attended	# of years	Date of Graduation	Degree / Diploma
Graduate School					
College					
High School					
Early Education Classes					

ESSAY QUESTIONS

Please answer the following questions on a separate sheet of paper.

1. Provide an explanation of your faith, including how you became a Christian.
2. Why do you wish to work at Little Light Preschool?
3. What would you consider to be one of your weaknesses and what steps are you taking to improve in this area?
4. Describe your strengths and special interests that might be beneficial as a Little Light Preschool employee.

EMPLOYMENT (Provide accurate, complete employment record. Start with present or most recent employer)

1	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

2	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

3	Employer Name	Telephone	Employed Dates	
			From	To
	Address		Pay	
			Start	Last
Name of Supervisor		Reason for Leaving		
State job title and describe your work				

Permission	Administration may contact the employers listed above unless indicated below.			
	DO NOT CONTACT:			
	1. Employer Name _____	Reason _____		
2. Employer Name _____	Reason _____			

References	I verify that I have mailed the enclosed recommendation forms to the following references:			
	1. Personal Reference _____	Phone _____		
	2. Recent Supervisor _____	Phone _____		

Little Light Preschool does not unlawfully discriminate on the basis of race, color, gender, nationality, ethnic origin, marital status, age, military status, or disability in the admission of students or the hiring of employees. Little Light Preschool is an Equal Opportunity Employer (EOE).

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CONFIDENTIAL - PERSONAL REFERENCE

(Pastor, Life Group Leader, Volunteer Leaders, Friend, Etc.)

Thank you for agreeing to complete this reference form on my behalf. Upon completion, please send it to the school at the above address.

Name of Applicant (Print) _____ Date _____

Street Address _____

City _____ State _____ Zip _____

Job Position: _____

1. How long have you known the applicant? _____

2. What is your relationship to him/her? _____

3. Please comment on the following areas:

Spiritual Depth _____

Love of Children _____

Enthusiasm _____

Personality _____

Cooperation _____

Adjustment to New Circumstances _____

4. Describe briefly the best qualities and abilities of the applicant. _____

5. Describe briefly the weakest qualities and abilities of the applicant. _____

6. Do you feel these weak qualities are significant enough to warrant attention? _____

7. Please comment (favorably or unfavorably) on any other area not mentioned in regard to the applicant for employment at our preschool. _____

Reference fill in the below information about yourself:

Printed Name _____ **Telephone** _____

Signature _____ **Position** _____

Date _____

Little Light Preschool



A MINISTRY OF SMOKEY POINT COMMUNITY CHURCH

Diona Ries, Preschool Director 425-737-7730

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CONFIDENTIAL - SUPERVISOR REFERENCE (Recent Supervisor)

Thank you for agreeing to complete this reference form on my behalf. Upon completion, please send it to the school at the above address.

Name of Applicant (Print) _____ **Date** _____

Street Address _____

City _____ **State** _____ **Zip** _____

Job Position: _____

1. How long have you known the applicant? _____

2. What is your relationship to him/her? _____

3. Please comment on the following areas:

Spiritual Depth _____

Love of Children _____

Enthusiasm _____

Disciplinarian _____

Personality _____

Cooperation _____

Adjustment to New Circumstances _____

4. Describe briefly the best qualities and abilities of the applicant. _____

5. Describe briefly the weakest qualities and abilities of the applicant. _____

6. Do you feel these weak qualities are significant enough to warrant attention? _____

7. Please comment (favorably or unfavorably) on any other area not mentioned in regard to the applicant for employment at our school. _____

Reference fill in the below information about yourself:

Employer Name _____ **Telephone** _____

Printed Name _____ **Position** _____

Signature _____ **Date** _____