

# Grace Children's Center

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7815 Shallowford Road • Chattanooga, TN 37421 • (423) 894-9090

**Job Title:** Child Care Teacher

**Responsible to:** Director

## JOB SUMMARY

The teacher will be responsible for planning daily activities, supervising, nurturing, and giving guidance to a group of young children. He/she will execute an educational program in line with Grace Children's Center's goals and beliefs, using resource materials in each class.

## MINIMUM QUALIFICATIONS

- Education: High school diploma or GED.
- Experience: Teaching experience in early childhood preferred.
- Attend and be active in a Bible-believing church.
- All applicants must be fingerprinted and have a background check through the FBI. All employment is subject to the results of your background check.
- Each teacher must pass the health physical and be in good physical and mental condition. All employment is subject to passing a physical exam.
- Minimum Skills:
  1. Each teacher must be able to read and write.
  2. Each teacher must be able to speak clearly and hear what is being said in the classroom.
  3. Each teacher must be able to see.
  4. Each teacher must be physically able to lift children when necessary.
- Specialized Skills
  1. Demonstrate interest in children and a capacity to enjoy them by being warm and spontaneous.
  2. Understand the problems of others: children and adults and respect their individual personalities and differences.
  3. Able to deal with emergencies and/or difficult situations.
  4. Show initiative, organization and dependability.
  5. Supportive of needs of working families and the goals of Grace Children's Center.
  6. Demonstration of good communication skills with clear self-expression and active listening skills.
  7. Take responsibility to establish and maintain good working relationships with all adults: staff and parents.

## DUTIES AND RESPONSIBILITIES

- Plans, supervises and implements the program for the class in accordance with the philosophy and policies of the center and the developmental needs of the children.
- Guides and assumes responsibility for the general welfare, health and safety of the class.
- Is responsible for the management, appearance, décor and learning environment of the classroom. The classroom must be clean and neat at all times, even while the class is on the playground.
- Participates in activities on the playground to ensure safety of the children. Teachers are encouraged to participate in activities such as playing ball, swinging, and pushing children on the swings, rather than sitting or standing in one spot.
- Directs all meal time activities and eats with the children.
- Administers discipline in compliance with Center policies. There is no corporal punishment allowed.
- Demonstrates a caring attitude while interacting with children.
- Recognizes needs of parents relative to their children and responds accordingly. Evaluates children on a regular basis.
- Every employee must attend and participate in staff meetings, attend the all day Teacher In-Service Training in August of each year, acquire 18 hours of workshops between August and December of the current fiscal year and 12 hours for each year afterwards. 6 hours must be outside hours that are taught by other organizations. The training consists of developmentally appropriate practices, positive discipline, health and safety practice, and early childhood training for specific age groups. Every employee must be trained in infant and child CPR & First Aid within the first 3 months of employment. Every teacher must attend and participate in the Annual Christmas program. Four year old teachers are also required to attend and direct the Christmas and the Graduation programs.
- Abides by the absence policy of no more than 7 sick days and 10 personal days per year (2 weeks vacation.)
- Abides by the tardiness policy of no more than 2 tardies per month which allows you 2 tardies per month for traffic problems, car trouble, etc.
- Works closely with other staff to provide a team approach.
- Performs other duties as assigned.
- Performs his/her job in a manner consistent with the philosophy of the Center.
- Teachers are assigned their classrooms and shifts by the Directors and are subject to change when and if the Director deems necessary. You can be removed from a morning position to an afternoon position without notice if the Director deems necessary.

## **EMPLOYMENT POLICY**

The first 120 days are probationary. During this time you may be relieved of your duties if your job responsibilities are not being met to the Director's satisfaction.

Morality at Grace Children's Center: If you do anything that the Center, Academy or Church finds to be immoral or could reflect badly on the campus, you will be dismissed. This will be decided by the school and church board. When you sign the back of the handbook, you are agreeing to all information found in this book.

Pay is based on education, training and years of experience in child care services. (All college credits, training and experience must be verified.)

## **BENEFITS**

- Hourly pay for all staff training. (College or TECTA classes are not paid hours, but they can count for your in-service training if you bring in your transcripts showing early child development or elementary education classes.)
- Breakfast, lunch and afternoon snacks during work hours.
- Nine paid holidays per year.
- One week paid vacation after one year of employment, two weeks paid vacation after two years of employment.
- One sick day per year, beginning with the second year.
- Discount on child care (50%).
- Discount on academy tuition (5%-35%).

## **JOB PERFORMANCE**

Each employee will be evaluated on job performance yearly. Each teacher's file will include compliments and complaints from parents, co-workers, children, visitors or the Director.

## **HEALTH RECORDS**

Each employee must have on file a Physical Exam stating that you are both physically and mentally capable to work with children. Physicals must be updated every three years. All employment is subject to passing a physical exam.

**CONFIDENTIAL**  
**GRACE BAPTIST CHURCH**  
**& GRACE ACADEMY**  
7815 SHALLOWFORD RD  
CHATTANOOGA, TN 37421

This application is to be completed by all applicants for any position (volunteer or compensated) involving the supervision or custody of minors. It is being used to help provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Date \_\_\_\_\_

Present Address \_\_\_\_\_  
\_\_\_\_\_

For church liability insurance purposes, have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a current driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please list the state you are licensed in: \_\_\_\_\_

For church vehicle insurance purposes, have you ever been convicted of a traffic offense? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list all traffic convictions in the past five years:

\_\_\_\_\_  
\_\_\_\_\_

# SPIRITUAL BACKGROUND

Name the church of which you are currently a member/attend on a weekly basis:

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List other churches you have attended regularly over the past five years:

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Denominational preference: \_\_\_\_\_

List all previous church work involving youth/children (identify church and type of work):

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List any gifts, callings, training, education or other factors that have prepared you for children/ youth work:

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Please give a brief statement of how and when you became a Christian.

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## APPLICANT'S STATEMENT

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give any information (including opinions) that they may have regarding my character and fitness for children/youth work. I release all such reference from any liability for furnishing such evaluation to you, provided they do so in good faith and without malice. I waive any right I may have to inspect references provided on my behalf.

Should my application be accepted, I agree to be bound by the bylaws and policies of **Grace Baptist Church, Grace Academy and Grace Children's Center**, realizing that failure to do so will result in my immediate termination (all employees are placed on probation for the first 120 days of employment).

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

**GRACE CHILDREN'S CENTER  
CHILDCARE PROVIDER APPLICATION**

Date \_\_\_\_\_ Position applied for \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Present Address \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
(Name) (Relationship) (Phone)

Are you prevented from being lawfully employed in this country because of Visa or Immigration Status? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been arrested, cited or convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been investigated for child abuse? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever been reported for child abuse or neglect? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Do you have any physical conditions that may restrict your performance for the job in which you have applied? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain:

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When was your last physical exam? \_\_\_\_\_

Are you interested in full-time or part-time employment? \_\_\_\_\_

Desired length of employment? \_\_\_\_\_ If hired, when can you begin? \_\_\_\_\_

What age group do you prefer to teach? \_\_\_\_\_

## REFERENCES

Please list 2 professional references and 2 personal (not related) references.

NAME	ADDRESS	PHONE

## EDUCATIONAL BACKGROUND

DATES	SCHOOL	ADDRESS	GRADE COMPLETED	DIPLOMA/GED OR DEGREE



## EDUCATIONAL OR VOLUNTEER EXPERIENCES

Please list training programs, workshops, conferences, etc. that you have taken to further your early childhood education training.

TITLE	PLACE	DATE	HOURS CREDITED

Please summarize any other special skills or qualifications you may have:

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## EMPLOYMENT HISTORY

Please list your most recent job first.

ORGANIZATION AND PHONE NUMBER	JOB POSITION	SALARY	DATES	REASON FOR LEAVING

Are you currently employed? Yes \_\_\_\_\_ No \_\_\_\_\_ May we contact them? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please explain: \_\_\_\_\_

## **APPLICANT INFORMATION RELEASE**

I hereby authorize any person, educational institution or company I have listed as a reference on my employment application to disclose in good faith any information they may have regarding my qualifications and fitness for employment. I will hold Grace Children's Center, any former employees, educational institutions and any persons giving references free of liability for the exchange of this information and any other reasonable and necessary information incident to the employment process.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

## **BACKGROUND NOTIFICATION**

All prospective employees will be subject to background checks verifying all statements made on this application.

Any false statements made on this application or during the interview will be reason for immediate dismissal.

All employees of Grace Baptist Church and Grace Children's Center will be asked to sign and agree to the church's statement of faith and moral behavior policy since all employees come in contact at one time or another in a supervisory capacity over the children entrusted to our care.

If you are offered a position here at Grace Children's Center, we must receive all reference letters, background check and physical forms before your employment can be official.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

## **APPLICATION GUIDELINES**

I have read the first two pages of this application. I understand the qualifications, responsibilities and requirements for the position I am seeking.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

**GRACE CHILDREN'S CENTER  
BACKGROUND INFORMATION**

I understand that Grace Children's Center will be performing a background and fingerprinting check through the FBI which is required by the state Licensing Department. The Children's Center will pay the \$58.00 fee to cover the cost of the investigation with the understanding that if my employment ends before six months, I will reimburse the full \$58.00 to the Children's Center out of my final paycheck.

I agree that Grace Children's Center can withhold \$58.00 from my last paycheck if my employment is terminated voluntarily or involuntarily before \_\_\_\_\_.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_

Director's signature \_\_\_\_\_ Date \_\_\_\_\_

**Personal Information for Fingerprinting Registration:**

\_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Place of Birth \_\_\_\_\_  
(City) (State)

Social Security Number: \_\_\_\_\_ Sex: \_\_\_\_\_ Race: \_\_\_\_\_

Eye Color: \_\_\_\_\_ Hair Color: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ (000 if unknown)

Country of Citizenship: \_\_\_\_\_

Driver's License #: \_\_\_\_\_  
(State) (#)

Present Address \_\_\_\_\_  
(City) (State) (Zip)