

BOONE UNITED METHODIST PRESCHOOL

Teacher Assistant Application

To the applicant:

1. Please complete the attached form in its entirety.
2. Include at least three references; two of which should be from previous employers who can attest to your skills in working with young children.
3. **Include a copy of your resume.**
4. Return the completed application to Boone United Methodist PRESCHOOL, either in person or by mail to the following address: 471 New Market Boulevard, Boone, NC 28607, or by email to preschool@booneumc.org.
5. If you have any questions about the process you may contact Preschool Director Dana Holden at (828) 264-6092.

Requirements for this position:

The assistant teacher shall be a high school graduate with good academic skills. Preference will be given to applicants with a BA, BS, or equivalent degree in Early Childhood Education or Child Development. The applicant must have an interest, demonstrated skill, and experience working with young children. This person must be willing to work under the supervision of a lead teacher. The applicant must be warm, friendly, and sensitive to children and adults. The assistant teacher shall be a person of Christ-like character, active in a Christian church, and someone committed to furthering the mission of the United Methodist Church.

Job Description:

FUNCTION: To assist the lead teacher in preparing materials, working with children, cleaning the room, and assisting on the playground.

ACCOUNTABILITY: The teacher assistant is responsible to the lead teacher assigned and to the Director.

RESPONSIBILITIES:

- A. Receive and follow the directions of the lead teacher in assigned tasks.
- B. Communicate to parents about information related to the daily routine, referring parents to the teacher or director in matters regarding conferences, complaints, or problems.
- C. Attend staff meetings.
- D. Attend in-service training.

BOONE UNITED METHODIST PRESCHOOL
Staff Application

Please attach a current resume.

Position being applied for: _____

Name: _____ Phone: _____

Mailing address: _____

Why are you interested in this position?

Educational background:

Degree:

Institution and location:

Major:

Date:

1. _____

2. _____

3. _____

4. _____

List past jobs, dates of employment, and reason for leaving:

What talents, skills, hobbies, volunteer activities, or other experiences have contributed to your qualifications for this position:

Do we have your permission to check your background for felony conviction, child abuse or neglect, court action, or official investigation? YES _____ NO _____

What do you think is the most important thing a church-related weekday program can contribute to the lives of children?

Describe one of the most satisfying experiences you have had with children.

List three references who can tell us about your relationship with children and your work experiences.

Name	Address	Phone	Position
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1. _____
2. _____
3. _____

Current church affiliation: _____

Current church activities or responsibilities: _____

Please tell us any other things you would like us to know about you in relation to this position:
