

## **ACTS of Love Teacher Requirements and Guidelines**

The quality of the center staff will determine the quality of the program as a whole. It is vital that all staff work together to best serve our children and their families. Teachers should model the Christian faith, promote professionalism, and act with compassion in all aspects of their job, in their own personal life, and in relationships with other staff, students, and families.

### **Model Behavior:**

- Lives the Christian faith by loving the Lord and loving young children
- Works cooperatively with others
- Responds with compassion and sensitivity to children, families, and staff
- Smiles, laughs, and communicates with a pleasant tone
- Promotes growth, development, love, and forgiveness

### **Provide Instruction:**

- Plans, implements, and evaluates age appropriate curriculum and activities
- Develops weekly/monthly themes and individualized lesson plans for infants
- Keeps written record of all daily class activities
- Sets up and maintains an appropriate, nurturing, and sanitary classroom environment
- Attempts to meet the need of each child
- Communicates with the Director all concerns, needs, and ideas for development of the center in a timely manner
- Communicates the child's progress with the parents in a positive manner.
- Attends Staff devotions, meetings, and team building events.
- Engages in profession growth opportunities, both with the staff as a whole and individually.
- Mentors and gives direction to Aids/Interns/Volunteers
- Willingness to comply with all State mandated minimum standards and guidelines

### **Serve as facilitator:**

- Guides, evaluates, plans for, and supports young children and their families
- Maintains an environment that encourages growth, exploration, and learning
- Uses good judgment to handle crisis situations and uses supervision constructively.

### **Education/Experience requirements:**

- Have at least a GED or high school diploma, and some experience in Early Childhood Education
- CDA preferred upon hire/required within one year of hire
- Pass a Texas State Criminal Background Check (form will be provided)
- Have a Notarized Licensing Affidavit For Applicants For Employment form (form will be provided)
- Be free of active TB
- Have eight hours of pre-service training as well as current CPR and First Aid training
- Participate in an orientation to the child care center
- Ability to appropriately communicate with young children and families.
- Desire to work with a team
- Membership in a Christian church
- Willingness to grow spiritually and professionally

### **Salary, Hours, and Job-Related Benefits**

- Full-time teachers will be paid a starting salary of \$10.00/hr plus benefits
- Teachers will work 8 hours a day, with a 45 minute lunch break
  - Opening Staff: 7:45am - 4:30pm
  - Closing Staff: 8:00am – 4:45pm
- Staff will be required to complete required training dates throughout the year

## APPLICATION FOR EMPLOYMENT

### Personal Information (Please Print):

DATE OF APPLICATION	FULL NAME (FIRST, MIDDLE, LAST)			
STREET ADDRESS		CITY	STATE	ZIP
PHONE NUMBER	ALT PHONE NUMBER	EMAIL ADDRESS		
S.S.N.	DRIVER'S LICENSE NUMBER - STATE		ARE YOU 18 YRS. OR OLDER? ___Y ___N	

### Position Desired:

Position For Which You Are Applying:	Hours Available For Work:	Rate of Pay Desired:
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### General Questions:

Are you Currently employed? ___ Yes ___No	May we contact your present employer? ___Yes ___No
What date are you available to begin work?	Are you interested in part time or full time?
Do you have reliable transportation?	Are you able to commit to working for the duration of the current academic year?
<p>Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? <i>Proof of citizenship or immigrant will be required upon employment</i></p> <p>If yes, please describe in full:</p>	
<p>Have you been convicted of any crimes in the past ten years, excluding misdemeanors and summary offenses, which has not been annulled, expunged, or sealed by a court? If yes, please explain in full:</p>	
If related to anyone in our employ, please state their name:	How did you hear about ACTS of Love?

**Education and Experience:**

Education	Name & Location of School	Number of Years in Attendance	Did You Graduate?	Degree/Diploma
High School				
College				
Trade/ Business/ Correspondence				
List any specialized training you may have that would enable you to perform the job duties required by a childcare facility (CPR, First Aid training, child care classes and course, baby-sitting, parenting, teaching, etc.)				
Other special skills or training (languages, computers, etc.)				

**Former Employers:** List below record of employment for the past 10 years, starting with the last/current. List all jobs. Explain gaps between employment, i.e. student, volunteer work, stay -at-home mom

From	To	Employer Name, Address, Phone	Salary	Position	Reason for Leaving

**References:** Give names of three persons not related to you, whom you have known at least one year.

Name	Address	Title, Employer	Phone Number	Years Acquainted

I certify that the answers to the questions on this application and the information I have supplied are true and complete to the best of my knowledge. I authorize ACTS Of Love to investigate my background and to confirm information contained in this application. I release ACTS of Love and /or any other person, organization, or institution from any and all liability that may result from any investigations into my background conducted by ACTS of Love and its management staff.

Thank you for completing this application form and for your interest in working for us. ACTS of Love adheres to a policy of equal employment opportunity. All employment decisions are made without regard to race religion, age, sex, color, national origin or handicap and in full compliance with all federal and state laws. Your opportunity for employment with us is based on your merit, past experience, and your ability to perform the job.

I understand that misrepresentation or omission of facts on this application, or any other ACTS of Love records, will be cause for the rejection of my application or my immediate discharge should I subsequently be employed. Further, I accept that nothing in this application, or in granting of an interview, implies or should be understood as a promise of employment. I also understand that ACTS of Love is an at-will employer. Should I be subsequently hired, either ACTS of Love or myself is free to end the employment relationship at any time, with or without notice or cause.

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Signature

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Date