

Preschool Assistant Application

Hamblen Park Preschool
4102 S Crestline
Spokane, WA 99203
509-448-2910



Hello! Thank you for your interest in applying for an assistant position at Hamblen Park Preschool with Hamblen Park Presbyterian Church. We are a small, relational preschool that focuses on creating meaningful learning opportunities so children can grow to be curious learners and kind neighbors.

The assistant position currently open entails working on Tuesday, Wednesday, and Thursday mornings from 8:30 am to 11:45 am. The position begins in September and finishes at the end of May 2022, with the option to continue the position the following year. The position is closed when filled.

Please take time to read the job description included with the application. If you have any questions concerning the application or the position, please contact the Preschool Director, Alicia Powell at (509) 990-1739.

You can scan or email the application to aliciap@hamblenpres.org or bring a hard copy to Hamblen Presbyterian Church, 4102 S Crestline St. Spokane, WA 99203. The office is open Monday-Thursday, 9 am to 4 pm, and Friday, 9 am to Noon.

Thank you again for your interest.

Cordially,

Hamblen Park Preschool

Assistant to the Preschool Director



Mission Statement: HPPC grows active followers of Jesus Christ and builds his community.

Purpose: To assist the Preschool Director in running a successful, inviting preschool program that creates meaningful learning opportunities so children can grow to be curious learners and kind neighbors.

Accountable to: Director of Preschool Ministry

Essential Duties:

1. Develop and maintain positive relationships with students, families, and co-workers.
2. Assist teachers with bathroom breaks, outdoor play, emergencies, field trips, and activity days (e.g., noodle day).
3. Assist in daily setup, pickup and dropoff, covid procedures, and other completion of documentation that may be necessary for quality services.
4. Attend all scheduled bi-weekly staff meetings and monthly training.
5. Maintain confidentiality regarding all personal information of students, families and staff.
6. Help keep classroom and hallway bulletin boards looking fresh and inviting.
7. General administrative and custodial duties such as: copying, organizing/gathering supplies, and cleaning the kitchen space after a baking day.
8. Act as a substitute teacher when the regular teacher(s) is absent.
9. Read written policies of the Hamblen Park Presbyterian Church and abide by said policies.
10. Other duties as assigned depending on skill and interest (e.g., social media, newsletters)

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Skills Knowledge, Abilities, Qualifications:

- Education: Preferred high school diploma and/or bachelor's degree in administration or education
- Experience: Preferred administrative experience and/or care experience for children ages 3-5
- Flexibility and motivation as responsibilities change from day to day
- Demonstrate a heart for service and a love for preschool aged children
- Strong verbal and written communication skills
- Robust computer skills (e.g., the ability to manage and report data accurately and efficiently, correspond with preschool families, and craft digital newsletters)
- Team Player who supports and encourages other staff
- Represents church leadership and changes through supportive and positive interpretation and communication
- Must pass all the background checks required by HPPC and WA State for working with children. These background checks may be repeated throughout employment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee must be able to climb stairs, deliver educational presentations, and occasionally sit or stand for up to three hours. Occasional twisting, bending, squatting, kneeling, and climbing. Must be able to lift objects up to a maximum of 50 pounds and preschool age children.

Status: This is a nonexempt, part time position. All rights and protections afforded to nonexempt workers apply to this position including, but not limited to minimum wage, and overtime regulations. The position is for 3 days a week from 8:30- 11:45 am (Tuesday, Wednesday, and Thursday). During the school year, this includes all T, W, and Th (excluding holidays/non school days) from September through the Thursday before Memorial Day in May. Compensation commensurate with experience.

Benefits: Refer to HPPC employee handbook for details regarding benefits.

Acknowledgement: I have read this job description and fully understand the requirements set forth. I accept and agree to perform the identified essential functions in a safe manner and in accordance with the church's established procedures. I also acknowledge that both the church and I have the right to terminate the employment relationship at any time, with or without cause or advance notice. I understand that this employment at will agreement constitutes the entire agreement between me and the church on the subject of termination and it supersedes all prior agreements. I agree to represent the church and its leadership in a positive light during and after my employment.

Employee Signature

Date

Supervisor

Date

Hamblen Park Preschool Application for Employment

You may attach a resume in lieu of this portion.

Contact Information

Applicant name _____ Phone number _____

Address _____

Email address _____

Educational Background

High School _____ Year Graduated _____

College _____ Degree Received _____

College Major _____ College Minor _____

Graduate School _____ Degree Received _____

Employment History *(Begin with most recent employment. May attach resume if preferred.)*

Employer _____

Dates _____ Position _____

Role/duties:

Employer _____

Dates _____

Position _____

Role/duties:

Employer _____

Dates _____

Position _____

Role/duties:

List additional practical experience relating to the position offered:

Hobbies/Interests/Talents:

References:

List 3 references (no relatives or employees of Hamblen Presbyterian Church please)

Name	Email Address	Years Acquainted	Phone Number
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Please answer the following questions.

1. Why would you like to work at Hamblen Park Preschool?

2. As an assistant, you are an integral part of the Preschool. What stands out to you about the preschool's mission of "growing curious learners and caring neighbors?" How do you see yourself contributing to this mission?