

Preschool Teacher Job Application

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



Hello! Thank you for your interest in applying for a teaching 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. We are looking for educators committed to fostering engaging classroom environments full of interaction, exploration, kindness, and whole-child learning.

The teaching position currently open entails teaching a class of up to ten 4 and 5 year old children 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 teach again the next 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

Preschool Teacher



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

Purpose: To give students a holistic early learning experience that fosters a lifelong love of learning. We strive to create meaningful learning opportunities so students can grow to be curious learners and kind neighbors.

Accountable to: Director of Preschool Ministry

Essential Duties:

1. Provide a warm and caring classroom environment in which students can grow and develop at their own unique pace.
2. Create daily lesson plans that include morning circle, story, outdoor play, imaginative play, bathroom breaks, and snack.
3. Create experiences that stimulate learning through developmentally appropriate curriculum in all areas- physical, social, emotional, and intellectual.
4. Prepare an environment for students to select activities and to learn through active exploration and interaction.
5. Participate and engage in bi-weekly staff meetings, monthly professional development, and Meet the Teacher night.
6. Maintain confidentiality regarding all personal information with students and families.
7. Manage classroom supplies and materials. Communicate with the director when supplies are needed.
8. Communicate with the director monthly about class learning/happenings for the school newsletter.
9. Shared space responsibilities: Clean tables at the end of every day, maintain bulletin boards and room decorations, communicate/cooperate with Hamblen Church teachers, clean messes when they occur.
10. With the Preschool Director, participate in an ongoing professional goal setting and evaluation process.
11. Have sick day plans prepared and in a folder for the Preschool Director/substitute.
12. Read written policies of the Hamblen Park Presbyterian Church and abide by said policies.
13. Other duties as assigned.

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, Qualifications:

- Education: Preferred background in education, specifically early childhood (e.g., Childhood Development Associate Certification or bachelor's degree).
- Experience: Preferred teaching and/or care experience for children ages 3-5.
- A working knowledge of significant developments and trends in early childhood education.
- Use of positive behavior strategies to help students to grow through conflict and emotions and build self-esteem.
- Track record of positive relationships with children, families, and co-workers.
- Represents church leadership and changes through supportive and positive interpretation and communication.
- Must pass 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. Salary ranges from \$14.75 to \$18 based on experience and years of service with Hamblen Park Preschool. This preschool teacher position is for 3 days a week from 8:30- 11:45. The actual teaching time is from 8:45-11:15 am. During the school year, this includes all T/W/TH (excluding holidays/non school days) from September through the Thursday before Memorial Day in May.

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. What is your teaching philosophy pertaining to the education of preschool children?
2. How would you create an engaging and welcoming preschool environment?
3. How would you help children to grow into “caring neighbors?”
4. How would you spark curiosity and a lifelong love of learning in the children?