



## Twin Falls Reformed Church Kids' Zone Preschool & Child Care

1631 Grandview Dr. N., Twin Falls, ID 83301

Office 208-733-6128 / Fax 208-733-7405

Website: [www.tfrc.org](http://www.tfrc.org)

Email: [tiffanyeden@tfrc.org](mailto:tiffanyeden@tfrc.org)

Tiffany Eden, Preschool & Child Care Director

### TEACHER / TEACHER ASSISTANT APPLICATION

We appreciate your interest for employment at TFRC Kids' Zone Preschool & Child Care. Our mission, as a ministry of Twin Falls Reformed Church, is to provide a nurturing environment that sparks the love for God, learning, and healthy relationships using imagination, constructive play, and educational Christian curriculum.

#### Our Goals Are:

- To teach Christian morals and values
- To integrate a high quality curriculum program that will develop healthy children to succeed in school
- To prepare children for a progression of skills and knowledge in physical, language, and cognitive development with a balance between teacher directed and child initiated activities
- To create a community where children learn to relate to others, to value friendships, and to respect all people
- To help children learn to develop self-discipline and independence and to deal with his or her emotions in an appropriate manner

#### Qualifications

A teacher/teacher assistant of TFRC Kids' Zone Preschool & Child Care must have a sense of call and a passion for ministry with young children and their families and is grounded in an understanding and commitment to the Christian Faith. Commitment to the teaching position comes from an understanding of God's love for us and God's desire for us to make the Good News of Jesus Christ come alive in tangible ways for each family. A willingness to grow in faith in this position as the ministries of TFRC evolve is a requirement.

This person should have significant experience in early childhood ministry and possess good communication skills with both young children and adults. Excellence in student/teacher relationships, communication, and working with other early childhood staff and students is desired for the purpose of developing a passion for this early childhood ministry. The teacher/teacher assistant must be able to work well with all staff, volunteers, and families.

The teacher/teacher assistant will work cooperatively and receive support from the Center Supervisor of TFRC Kids' Zone Preschool & Child Care who will uphold you in prayer. Furthermore the Center Supervisor will strive to assist you in reaching your full potential as you grow in faith and contribute to TFRC's goals for outreach and young family ministry. The pastors and ministry directors pledge their support and will work cooperatively with you. Opportunity for review and goal setting will take place on an annual basis with the Director.

#### Hours

The Child Care will operate Monday through Friday from 7:00 am–6:00 pm.

Teacher hours: 30-40 hours a week

Flex-hours: 25-30 hours a week

We look forward to receiving your application.

*"Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6 n*

## Lead Teacher Job Description

This position is responsible for leading students toward the fulfillment of their potential for intellectual, social, physical and spiritual development. The teacher will oversee and conduct the teaching and care of children in their assigned classroom. The teacher will supervise assistant teachers, classroom parent volunteers, and other volunteers assigned to their classroom.

Duties of this position include but are not limited to:

1. Set a Christian example through worship, witness and prayer.
2. Responsible for the overall teaching and guidance of children in the classroom.
3. Plan, carry out, and assess developmentally appropriate activities and experiences in accordance with accepted practices of Early Childhood curriculum. Provide a monthly overview for the director to review.
4. Performs the daily routines for the classroom including lesson preparation with daily schedule planning, parent consultation, material preparation, children's attendance and performance records.
5. Ensures that room is maintained in a neat, organized and safe manner.
6. Attend regular teacher training and curriculum planning meetings on a monthly basis with the TFRC KZ staff.
7. Provides guidance and direction to support staff in the classroom whether it be a Teacher's Aide, Assistant or Co-Teacher, providing input on these staff evaluations.
8. Promotes the regular exchange of information about children's progress and the program between staff and parents. Participate in parent/teacher conferences twice a year for each student. Writes a monthly note to parents about upcoming events.
9. Provides positive guidance to children and actively follows health and safety policies.
10. Maintain current CPR and First Aid Training status and continuing education requirements in accordance with State regulations.
11. Complete all other tasks necessary for the safe and effective teaching in the classroom.

## Assistant Teacher Job Description

The assistant teacher works under general supervision of the lead teacher and director. The Assistant Teacher will assist as the Teacher provides direction to the preschool children in their assigned classroom. This position may also provide child development information to parents as necessary, and performing clerical duties as needed.

The Preschool Teaching Assistant will:

1. Set a Christian example through worship, witness and prayer.
2. Assist the teacher in determining the needs of the classroom.
3. Support the classroom teacher as he/she teaches Christian curriculum as planned and provided by the Director.
4. Help the teacher follow monthly/weekly lesson plans for the class, as scheduled. Be aware of lesson plans in advance, to be prepared to assist as needed.
5. Attend regular teacher training and curriculum planning meetings on a monthly basis with the TFRC KZ staff.
6. Communicate with teacher on a regular basis regarding classroom lessons, activities and personal achievement/behavior of the children.
7. Participate and assist in coordination of enrichment activities and holiday events.
8. Provides positive guidance to children and actively follows health and safety policies.
9. Maintain current CPR and First Aid Training status and continuing education requirements in accordance with State regulations.
10. Assist in maintaining quality appearance of classrooms and materials.
11. Complete all other tasks necessary for the safe and effective teaching in the Preschool classroom.

# Application for Employment

## Twin Falls Reformed Church Kids' Zone Preschool & Child Care

1631 Grandview Dr. N.  
Twin Falls, ID 83301  
(208) 733-6128  
(208) 733-7405 -fax

Instructions: Complete all necessary information. You may be asked to provide additional information on another form. *Please print.*

Name \_\_\_\_\_

Phone ( ) \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Position applied for \_\_\_\_\_ Email \_\_\_\_\_

Special training for skills that would be of special benefit in the job for which you are applying:

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

Have you been convicted of a criminal offense or released from prison?

Yes  No  If yes, explain.

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

Due to the nature of our ministry we have a responsibility to protect our families and staff. A criminal history background check through Health & Welfare will be completed upon hire.

Are you legally eligible for employment in the United States? Yes  No  (If yes, proof is required)

### For Official Use Only

Applicant # \_\_\_\_\_

Employee # \_\_\_\_\_

Hire Date \_\_\_\_\_

Position \_\_\_\_\_

Rate \_\_\_\_\_

Notes: \_\_\_\_\_

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Personal Statement of Faith

Background Check

Applicant Reference Check

Employee Information

CPR & First Aid

## Church/Community Involvement

What church do you attend regularly? \_\_\_\_\_

Member:  Yes  No # of Years? \_\_\_\_\_ Denomination \_\_\_\_\_

**Church/Community Involvement:** List activities, leadership positions, volunteer work, etc. that you participate in on a regular basis.

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

## Education Background

School	Name and Address of school	Course of study	Did you graduate?	Degree or diploma
High School			Yes <input type="checkbox"/> No <input type="checkbox"/>	

College			Yes <input type="checkbox"/> No <input type="checkbox"/>	
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Graduate School			Yes <input type="checkbox"/> No <input type="checkbox"/>	
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Early Childhood Education—training, classes, ect.			Yes <input type="checkbox"/> No <input type="checkbox"/>	
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## Professional References

Place a (✓) by the employer(s) you **do not** want us to contact. List your most recent employer first.

1. Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Date Employed: from \_\_\_\_\_ to \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Work Performed \_\_\_\_\_ Reason for Leaving \_\_\_\_\_
2. Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Date Employed: from \_\_\_\_\_ to \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Work Performed \_\_\_\_\_ Reason for Leaving \_\_\_\_\_
3. Employer \_\_\_\_\_ Address \_\_\_\_\_  
 Phone (\_\_\_\_\_) \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Date Employed: from \_\_\_\_\_ to \_\_\_\_\_ Hourly rate/salary: starting \_\_\_\_\_ final \_\_\_\_\_  
Work Performed \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

## Personal References (other than family or previous employers)

1. **PASTOR or CURRENT SPIRITUAL LEADER (e.g., Bible study leader)**  
Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
In what capacity have you known this individual? \_\_\_\_\_  
Length of acquaintance \_\_\_\_\_ yrs Email address \_\_\_\_\_
2. **PERSONAL REFERENCE**  
Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
In what capacity have you known this individual? \_\_\_\_\_  
Length of acquaintance \_\_\_\_\_ yrs Email address \_\_\_\_\_
3. **PERSONAL REFERENCE**  
Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
In what capacity have you known this individual? \_\_\_\_\_  
Length of acquaintance \_\_\_\_\_ yrs Email address \_\_\_\_\_

## Essay Questions Please answer on a separate sheet of paper.

1. Tell us about your faith, including how you became a Christian.
2. Why do you wish to work at TFRC Kids' Zone Preschool & Child Care?
3. What is your philosophy of discipline?
4. Describe your strengths and special interests.
5. Share why a parent would love to have their child in your classroom.

## Statement of Faith "THE APOSTLES CREED"

I believe in God, the Father almighty, maker of heaven and earth;

And in Jesus Christ, his only Son, our Lord; who was conceived by the Holy Ghost, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried. He descended into hell. The third day he rose again from the dead. He ascended into heaven, and sitteth on the right hand of God the Father almighty. From thence he shall come to judge the quick and the dead.

I believe in the Holy Ghost, the holy catholic Church\*, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting. Amen.

*\*meaning the universal Christian church--all believers in Jesus Christ*

### Our Beliefs

**We believe** in one God, revealed as Father, Son, and Holy Spirit. God is the creator of all and ruler of the universe. God, our perfect heavenly Father, loves and cares for all of us. *Deuteronomy 6:4, Genesis 1:1, Genesis 1:31, Colossians 1:16-18.*

**We believe** that we have sinned deliberately choosing not to follow God's will thereby breaking our relationship with God. *Romans 3:23.*

**We believe** that God, by grace alone, provides a relationship with Himself through the life, death, and resurrection of His Son, Jesus. Jesus is Savior to all who believe in Him. *Romans 5:8-11, I Peter 3:18, John 3:16.*

**We believe** that God sent us the Holy Spirit to empower us to live more like Jesus Christ. *Romans 5:5.*

**We believe** that as children of God, we are promised eternal life with God in heaven. *John 14:1-3.*

**We believe** that the Church is the spiritual body of believers in Christ whose purpose is doing God's will. *Ephesians 5:25, I Corinthians 1:2.*

**We believe** that the Bible was written by persons inspired by God and is the record of God's revelation of Himself to us. It is our ultimate authority for our faith and living. *II Timothy 3:16.*

Signature	<b>I affirm my personal agreement with Twin Falls Reformed Church Statement of Faith.</b>	
	Printed Name _____	Date _____
	Signature _____	





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Tiffany Eden, Preschool & Child Care Director

### CONFIDENTIAL - PERSONAL REFERENCE

(Pastor or Current Spiritual Leader ( e.g., Bible Study Leader))

Thank you for agreeing to complete this reference form on my behalf. Upon completion, please send it to the school at the above address.

Name of Applicant (Print) \_\_\_\_\_ Date \_\_\_\_\_

1. How long have you known the applicant and what is your relationship to him/her? \_\_\_\_\_

2. Please comment on the following areas: spiritual depth, love of children, personality, and adjustment to new circumstances.

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3. Describe briefly the best qualities and abilities of the applicant. \_\_\_\_\_

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4. Describe briefly the areas the applicant may need to improve. \_\_\_\_\_

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5. Please comment (favorably or unfavorably) on any other area not mentioned in regard to the applicant for employment at our school. \_\_\_\_\_

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Employer Name \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_







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Tiffany Eden, Preschool & Child Care Director

### CONFIDENTIAL - SUPERVISOR REFERENCE

(Recent Supervisor)

Thank you for agreeing to complete this reference form on my behalf. Upon completion, please send it to the school at the above address.

Name of Applicant (Print) \_\_\_\_\_ Date \_\_\_\_\_

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1. How long have you known the applicant and what is your relationship to him/her? \_\_\_\_\_

\_\_\_\_\_

2. Please comment on the following areas: spiritual depth, love of children, personality, and adjustment to new circumstances.

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Describe briefly the best qualities and abilities of the applicant. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Describe briefly the areas the applicant may need to improve. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Please comment (favorably or unfavorably) on any other area not mentioned in regard to the applicant for employment at our school. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer Name \_\_\_\_\_ Telephone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_