



## 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

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**Tiffany Eden, Early Childhood Ministries Director**

### **Kids' Zone Center Supervisor**

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

#### **Center Supervisor Job Description—Child Care and Preschool**

The Center Supervisor is responsible for the overall daily operation of the preschool and child care center. This includes overseeing staff, and will work under the supervision of the Early Childhood Ministries Director. The Center Supervisor creates and maintains a positive learning environment for all staff and families enrolled. The Center Supervisor will operate the preschool and child care center in accordance with TFRC KZ policies, procedures, federal and state licensing standards. This position may also provide child development information to parents as necessary, and perform clerical duties. This individual is expected to deliver exceptional customer service to families enrolled at the school.

The Center Supervisor will report to and works under the general supervision of the Early Childhood Ministries Director.

The Center Supervisor will:

1. Be active in a Christian church.
2. Assure that faith development, Christian values, and Bible teachings are a regular part of the curriculum and daily operations of the center.
3. Plan and implement daily operations of the child care and preschool including but not limited to compliance with State regulations and licensing requirements, as well as complying with beliefs and bylaws of the church.
4. Maintain center paperwork, keeping files on each child and proof of meeting government regulations.  
The Center Supervisor's Assistant(s) may assist in managing the sign-in sheets, such reports, and health checks for the center.
5. Maintain weekly staff schedule and find coverage for when staff are gone.
6. In conjunction with the ECM Director, the Center Supervisor will recruit, screen and train teaching staff, ensuring all staff members meet designated requirements set forth by the State for fingerprinting, Pediatric CPR/First Aid, and continuing education.
7. Work with CS Assistants with needs of the classrooms, provide curriculum assistance, and assist teachers in managing behavior issues in the classroom.
8. Make sure that supplies are available for staff members for use in each classroom. Order necessary supplies as needed.
9. Maintain current Pediatric CPR and First Aid Training status and continuing education requirements themselves in accordance with State regulations.
10. Provide ongoing communication with enrolled families, through monthly newsletters, emails, texts and face-to-face contact.
11. Conduct tours and provide interested families with information about our program.
12. Understand and assist staff members with developmentally appropriate practice in Early Childhood Education.

13. On a weekly basis keeps ECM Director informed of any necessary information regarding the child care center. This includes staffing, enrollment, licensing, budget, lesson plans, and special events,
14. Assist and accept responsibility in other daily center duties that might be temporary in the event other personnel are not available.
15. Plan and lead staff meetings and center events.
16. Attend and participate in parent/customer meetings as requested.
17. Delegate appropriate duties to staff.
18. Will work with ECM Director on future planning and development.
19. Complete all other duties as assigned and tasks necessary for the safe and effective preschool and child care center.

### Qualifications

#### Experience:

- Knowledge or familiarity with child care and preschool operations.
- Minimum of two years' experience as a preschool teacher or supervisor.
- Understanding of the current state of early childhood education, child health, mental health, and familiarity with the fields of disability services and parent involvement.
- Familiarity with community resources.
- Knowledge of day care licensing standards as well as standards of other regulatory bodies preferred.
- Effective, supportive supervisory skills, including the ability to assist personnel in developing self-direction.
- Sound understanding of Developmentally Appropriate Practice.

#### Education:

- Preferred Bachelor's or Associate's degree in Early Childhood Education or Child Development, or CDA.

#### Hours:

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

Center Supervisor has a 40 hour work week, 10-12 hours spent in the classroom.

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*

# 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 are your management and supervisory experiences?
4. Describe your strengths and special interests.
5. Share why a parent would love to have their child in your preschool and child care program.

## 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 _____	