

Application for the position of Faith Early Learning Teacher

Please send letter of inquiry and application to:

Ashley Lameyer-ashley@faithchurchofdavis.org

Or mail to Ashley Lameyer, Faith Community Church PO Box 307 Davis, IL 61019

Or fax to the attention of Ashley Lameyer 815-865-9188

- Please include current contact information in your letter of introduction/inquiry.
- On your resume, please include the following:
 - List your educational background (high school and beyond)
 - List your employment history beginning with current or most recent employment
 - List volunteer experience that might relate to this position
 - List references (additional references may be requested)

Contact Ashley Lameyer with any questions, request for clarifications, additional information, updates on progress of application process.

FAITH COMMUNITY CHURCH
POST OFFICE BOX 307
212 WEST MCKIMMY STREET
DAVIS, IL 61019
Telephone 815/865-5638

Job Application Faith Early Learning Center Teacher

In addition to this form, all applicants for work with minor children must complete a Background check through the Department of Children & Family Services of the state of Illinois. Any interviews and subsequent hiring would be contingent upon satisfactory results of all background check procedures. The standard employment selection process would include interviews with the Faith Early Learning Center Board and/or the Elder Leadership Team, and others involved in employee selection.

Date: _____

Name: _____

Please answer the following (you may use a separate piece of paper)

1. Christian experience: Please share your testimony of knowing Christ:
For example: How did you receive Christ as Savior? What does He mean to you today?
2. Why are you interested in the Teacher position at Faith Early Learning Center?
3. Describe your experience and/or training you have in working with children.

Faith Community Church-FELC

THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.

To apply, please submit this application to Ashley Lameyer. Your application will be reviewed upon receipt. Upon receiving your application, you will be notified for an interview if you meet the necessary qualifications.

Section 1 Personal Details

Title:		Last Name:	
First Name:			
Address:			
Home phone :			
Cell phone:			
E-mail address:			
Are you available to work M-F between the hours of 6:45AM and 5:30PM?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(if no, please explain)
Are you a member/regular attender of Faith Community Church?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	(if no, please explain)
Comments:			

Section 2 Background Check Information

Have you ever been convicted of a criminal offence or have any prosecutions pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you willing to be fingerprint background checked to comply with DCFS requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments		

Section 3 Education Record (High School & College)

Date From	Date To	Name of School	Degree Earned

Section 4 Employment Record

Please list chronologically, starting with current or last employer

Name and Address of Employer	Date From:	Date To:	Job Title/Job Function/ Responsibilities:	Reason for Leaving

Section 5 References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Reference 1

Name:

Their Position (job title):

Work Relationship:

Organization:

Dates Employed: From: To:

Address:

Phone:

E-mail:

Reference 2

Name:

Their Position (job title):

Work Relationship:

Organization:

Dates Employed: From: To:

Address:

Phone:

E-mail:

Faith Community Church
Faith Early Learning Center
Teacher
Position Focus

This Position Focus Sheet includes the job requirements and responsibilities of Faith Early Learning Center Teacher.

Position Title Faith Early Learning Center Teacher

Purpose of Position To facilitate the purpose of the FELC preschool and daycare program to glorify God by teaching children the love of Christ and equipping them with school readiness skills.

Qualifications

1. Shall be at least 19 years of age
2. Must be a professing believer in Jesus Christ as Lord and Savior.
3. Must agree to FCC's general requirements for employment, including complete agreement with FCC's mission and doctrinal statement
4. Must agree to requirements for employment specific to this position, including the following:
 - a. provision of at least 3 letters of recommendation
 - b. successful completion of background check process according to DCFS mandates
 - c. have had a physical within the past 6 months and provide supporting documentation from a physician
 - d. Register with Gateway and provide the required documentation of compliance with the requirements of this position through Gateway
5. Must acquire certification in CPR and First Aid
6. Education & Experience (official transcripts must be provided):
 - a. Shall have a high school diploma or equivalency certificate (GED)
 - b. Shall have 60 semester credit hours from an accredited college or university, with 6 of those in courses related directly to child care and/or child development from birth to age 6 years;
 - c. or one year (1560 clock hours) of child development experience in a nursery school, kindergarten, or licensed day care center, plus 30 credit hours from an accredited college or university with 6 credit hours related directly to child care and/or child development;
 - d. or Completion of a credentialing program approved in accordance with DCFS requirements

Reports to Faith Early Learning Center Director

Works Closely with Faith Early Learning Center Board

Expectations and Responsibilities

1. Teachers shall be responsible for the planning and supervision of a group of children. They shall also be responsible for supervising persons assigned to assist their group who are not similarly qualified.
2. The teacher shall be able to demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development. Factors contributing to the attainment of this standard include:
 - a. Emotional maturity when working with children;
 - b. Cooperation with the purposes and services of the program;

- c. Respect for children and adults;
 - d. Flexibility, understanding and patience;
 - e. Physical and mental health that do not interfere with child care responsibilities;
 - f. Good personal hygiene;
 - g. Frequent interaction with children;
 - h. Listening skills, availability and responsiveness to children;
 - i. Sensitivity to children's socioeconomic, cultural, ethnic and religious backgrounds, and individual needs and capabilities;
 - j. Use of positive discipline and guidance techniques;
 - k. Ability to provide an environment in which children can feel comfortable, relaxed, happy and involved in play, recreation and other activities.
3. The teacher shall generally demonstrate skill and competence necessary to assume direct responsibility for child care including:
 - a. skills to help children meet their developmental and emotional needs; and
 - b. skills in planning, directing, and conducting programs that meet the children's basic needs.
 4. The teacher must be willing to participate in activities leading to professional growth in child development and education, and in training related to the specific needs of the children served. Every year, the teacher is required to participate in 20 clock hours of in-service training.
 5. Planning instruction and engaging activities, curriculum implementation, parent communications, record keeping

Compensation

Wage to be determined by Faith Early Learning Center Board in consultation with Elder Leadership Team, comparable to the normal range for part-time Preschool Teachers dependent on educational background and experience; Beginning wage base: \$9.50/hour.

Time Required

Full-time teachers 40 hours/week; Part-time teachers 15-35 hours/week

Period of Employment

Teacher positions will be evaluated annually with decision to rehire or not rehire made by FELC Board of Directors.

Termination of Employment before the end of the teaching year

1. If the Faith Early Learning Center Teacher resigns, he/she shall notify the FELC Director in writing at least 2 weeks prior to the last day of work.
2. Employment may be terminated by the Faith Early Learning Center Board and/or Elder Leadership Team.