

Major League Tots

Is an equal opportunity employer. Applications are considered without regard to race, color, religion, sex, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

Each Child Rounds All Bases Of Education

Personal Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____

Employment Desired (Lead teacher, Assistant teacher, Cook, or Janitorial)

Position: _____ Date you can start work: _____

Minimum acceptable salary: _____ Are you currently employed? _____

If so, may we contact your employer? _____

What prompted you to apply here? Advertisement Own accord Referral Employee referral

Education

	Name and location of School	# of years attended	Year completed	Subject(s) studied
High School				
College				

Are you planning to further your education? Yes No

If yes, when? _____

Other special training courses: _____

PREVIOUS EMPLOYMENT (List below your last four employers, starting with the most recent)

DATE (month and year)	Name & Phone Number of Employer and Supervisor	Salary	Position	Reason for Leaving
From: To:				
From: To:				
From: To:				
From: To:				

Which of these jobs did you like best? _____

What did you like most about this job? _____

List any special talents or hobbies: _____

What organizations do you belong to (Educational or Professional): _____

What age group do you enjoy working with most? _____

On which of the following do you have current training?

___ CPR ___ First Aid

What contributions could you bring to our program? _____

REFEERENCES

Give the names of three persons not related to you, whom you have known at least one year.

PROFESSIONAL REFERENCES

Name	Phone	Years Acquainted

PERSONAL REFERENCES

Name	Phone	Years Acquainted

In case of emergency notify: _____
Name Phone

Have you ever been convicted of a crime or felony? No Yes: _____
Do you object to being fingerprinted? No Yes

I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time.

In consideration of my employment, I agree to conform to the company's rules and regulations, and I agree that my employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at either my or the company's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the company. I understand that no company representative, other than it's president, and then only when in writing and signed by the president, has any authority to enter into any agreement for employment for and specific period of time, or to make any agreement contrary to the foregoing.

Date _____ Signature _____

Please Check What All That Apply to You:

Education

- GED, or High School Diploma
 - TECTA Training Certificate Earned
 - CDA (Child Development Associate)
 - Early Childhood Technical Certificate
 - Early Childhood AAS Diploma
 - TECPAC (Administrative Credential)
 - Other Degree or Certificate >Please Explain _____
-

Memberships

- Local Association _____
- RAYEC
- NAEYC
- TAEYC
- TFCCA
- NFCCA
- Other: _____

Trainings:

Please List any hours or workshops you have attended. DHS approved:

Skills

- Computer, Strong or Weak (please circle one)
- Lesson Planning
- Teacher Observations and Assessments
- Organization
- Health & Safety(hand washing steps, 7 step diaper, 2 step sanitation process, etc)
- Knowledge of appropriate discipline
- Record Keeping (individual, and or children, food, activities, meds administered)
- Good Time Management
- Excellent Social Skills
- Personality (friendly, bubbly, out-going, respectful, honest, trustworthy, etc)
- Ability to read out loud (to children or adults)
- Physical exercise (ability to be active with children during inside/outside activity)

Please list any other skills/traits you may have: _____

1
Bright Futures Academy Job Expectations

Title: All Staff

Qualifications: Must be 18 years of age with high school diploma/GED
Early Childhood Experience in Childcare

Reports to: Director

Job Goals: Provide a safe, stimulating, and educational environment for children.

Performance Responsibilities in the Classroom: (Child Health Checks Daily)

1. Maintain safety and health requirements for the classroom. Daily cleaning records will be maintained by the teachers and the director will sign off to verify the performance action being completed.
2. Arrange classroom for optimum efficiency/usage.
3. Keep all hazardous materials locked or out of reach (including any ointments in diaper bags) (Anything that says Keep out of the reach of children will have to put in a cabinet or closet; also includes lotions)
4. Keep work and play areas neat and organized and labeled with pictures.
5. Art work displayed at eye level and interchanged periodically (every 2wk) be sure to label their art work with their names and date and description for preschoolers
6. Toys interchanged according to theme along with updating room decorations. Also toys will have to be age appropriate. No hangings from the ceilings.
7. Teacher must make sure you clock in and sign in and out each day along with parents,
MAKE SURE MENUS ARE POSTED
8. Parent Board must include the following each month:
 - ± Newsletter (you the teacher will provide this monthly)
 - ± Daily Lesson Plans
 - ± Daily Schedule
 - ± Menu
 - ± Monthly Calendar of Events
 - ± And whatever else creativity you want to have

Be creative with your Parent Board and you can specifically post the emergency and allergies information in a pertinent area that can be located easily and within reach.

Learning Environment:

1. Follow the daily schedule of activities. Routine must consist of these things & must be scheduled same time every day: Arrival and Departures, Eating times, Outside Time, Circle Time, and Nap Times. They need to lay down to rest in the same spot daily. Mats/cots labeled and diagram. Also Teacher is responsible for lesson planning daily activities. (Each teacher will be given the curriculum base)
2. Keep a track of attendance daily.

3. Clean up after all eating times and tables are to be washed before and after eating and also after any art/messy play/sand and water.
4. Post necessary information for parents.
5. Maintain records of accident reports
6. Maintain observations for TN-ELDS and Document; will be signed off by the Director monthly when all lesson plans are turned in. I will review your lesson plans to make sure they are compatible with the TN-ELDS standards.
7. Note any special instructions from parents. Keep journal if needed, have parents sign along with your signature. Always document, document, document.
8. Organize work efficiently.
9. Report to the Director any problems with children, parents, or other staff; also any other problems you may have.

Tasks:

1. Use positive approaches to help children behave appropriately.
2. Comfort children by touching, holding, or communicating.
3. Stop unsafe activities and redirect children toward safe play.
4. Talk and listen to children, even if they are too little to talk back.
5. Help supervise children during indoor and outdoor play, interaction on the playground, make sure all classes go outside everyday weather permitted.
6. Provide care such as diapering, feeding, dressing, etc. in a relaxed, individual manner.
7. Conduct activities as directed by the Director.
8. Perform custodial duties such as cleaning the restrooms, taking trash out, and etc.
9. Never use physical punishment, hurt, or humiliate a child.
10. Never let a child go home dirty faces, or dirty hands, or dirty diaper . If I get a call saying you did you will be wrote up. NO EXCUSES.

Other Job Requirements:

1. be familiar with and follow all Bright Futures Academy Policies.
2. Attend scheduled meetings.
3. Attend 20 or more hours of training per year in early childhood trainings.
4. Check children for illnesses.
5. Supervise bathroom breaks if not you will be wrote up and hand washing.
6. Maintain an accurate student count at all times. (Staff/child ratio)
7. Inform the Director of any potential problems in or around the site.
8. be aware and adhere to all licensing requirements.
9. Ensure that each child leaves with parent or authorized person.
10. Must give notice if you cannot be at work at your scheduled time.
11. Other duties as assigned.

Knowledge, Skill, and Ability:

1. Have skills in creating a fun, learning, and safe environment for children.
2. Respond to children's needs.
3. Interact with children at all times.
4. Provide curriculum materials that are developmentally appropriate.

5. Have theme-related lesson plans that are age appropriate.
6. Maintain control of the group.
7. Maintain discipline
8. Oversee and interact with children during outside play time. Count children going out and coming in.
9. Accompany children at all times.

Staff and Personal Relations:

1. Have a positive attitude (Wear a smile!)
2. Communicate and cooperate with other staff members.
3. Communicate and cooperate with parents daily.
4. Promote teamwork.
5. be flexible.
6. be punctual.
7. Take initiative.
8. Use good judgments.
9. Keep information confidential. (NO GOSSIP!)
10. Support Bright Futures Academy Program in accordance with all relevant policies and procedures.
11. Establish and maintain effective working relationships with your center Director and any state employees/DHS.
12. Maintain a professional image.
13. be trustworthy.
14. be loyal to the Director, state/DHS at all times.
15. be attentive and loving to the children at all times.
16. Follow instructions given by the Director and or DHS.

QUALIFICATIONS INCLUDE: enjoyment of young children, good mental and physical health, and respect for diverse cultural backgrounds, willingness to complete training requirements, and willingness to undergo background checks required by law.

TERMS OF TERMINATION: Unprofessionalism, Harming to children and co-workers, illegal use of drugs, tardiness and multiple days missed, dishonesty, disrespectful to parents, co-workers, and management. Gossiping inside/outside of work and not following rules at any time.

EVALUATION: All teachers will undergo teacher evaluations. These will be given by the Director and they are based upon job performance and performance appraisals.

Employee Agreement:

I understand and will abide by all the requirements and responsibilities of taking the position as a Bright Futures Academy employee in my assigned area.

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____