



Precious Lambs Assistant Teacher Employment Application Questionnaire

BRIEF JOB DESCRIPTION & QUALIFICATIONS NEEDED FOR — ASSISTANT TEACHER POSITION

Details:

Welcome to Precious Lambs, Early Childhood & Child Care Center. ("PRECIOUS LAMBS") family of employees. PRECIOUS LAMBS strives to make its workplace an enjoyable and rewarding place to work, and to always provide the best service to our customers. Our company offers an array of services to children and families. The Corporate Vision of Precious Lambs involves hiring a select group of professionals with distinct talents and skills that will continue to allow Precious Lambs to:

- ◆ be considered the best place for parents to send their children.
- ◆ be the community leader in high-quality early childhood programs.
- ◆ be the best place to work for early childhood professionals.
- ◆ be a premier teaching-learning center.
- ◆ have staff that understand and project our vision to co-workers, parents, families, and children.
- ◆ have a countywide reputation for dedicated, knowledgeable staff that "go the extra mile." In light of this other programs shall seek our staff's expertise for mentoring.

Job Description:

- ◆ Meet the needs of all children.
- ◆ Works under the Supervision of the Lead Teacher Individualize one-to-one and group activities to reflect the unique needs and strengths of all children in the classroom.
- ◆ Assists in the preparation & follow-through of daily activities (indoor/outdoor) as they relate to the curriculum.
- ◆ Provide input for monthly assessment of children's development.
- ◆ Encourage experimentation, exploration, problem solving, cooperation, socialization, and choice making; ask open-ended questions and listen respectfully to the answers.
- ◆ Provide an atmosphere that promotes and reinforces parental involvement in the classroom.
- ◆ Supervise and monitor children at all times, just to name a few.



Precious Lambs, Inc.

Early Childhood & Child Care Center

Precious Lambs Assistant Teacher Employment Application Questionnaire

Qualifications/Required Skills:

- Professionally prepared to effectively interact and relate to children in a developmentally appropriate manner.
- Must be motivated to learn and grow in an educational environment; and be willing to continually increase knowledge in the field of Early Childhood Education.
- Must be organized, detail oriented, ability to multitask and be able to resolve arising issues unassisted to provide with a pleasant resolution.
- Ability to work unsupervised through self-motivation as well as being part of a team.
- Able to work and communicate efficiently with all colleagues, clients and any other contact.
- Must be well spoken, exceptional writing and proofreading skills.



Precious Lambs Assistant Teacher Employment Application Questionnaire

Name: _____ Date: _____
Phone#: _____ Email: _____

Are you presently employed? Yes No

If so, why are you seeking another position?

If not, why?

What skills would you bring to this company?

Why do you want to work for Precious Lambs?

How can you use your previous experience to help you succeed in your new position?



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Rate your level of proficiency with the following (10-being very proficient and 1-being not familiar)

Microsoft Excel:	_____	PowerPoint:	_____
Microsoft Word	_____	Other:	_____
Microsoft	_____	Other	_____

What is your current/previous hourly wage?

What hourly wage do you expect to start at if you joined our team?

Is your hourly wage expectation negotiable?

Yes

No (please specify reason: _____)

What are your 3 strongest attributes/traits?

What are your 3 weakest attributes/traits?

Considering your work hours would be Monday through Friday; answer the following



Precious Lambs Assistant Teacher Employment Application Questionnaire

- What time do you think you should arrive to the building? _____
- What time should you begin closing out your work for the day? _____
- At what time would you consider being late for work? _____

How many hours per week do you see yourself working on a regular basis?

Do you require any notice when asked to work late, start earlier or come in on a Saturday?

In the first 90 days of employment, what is an acceptable amount of the following?

- Days late? _____
- Days absent? _____

In the first 180 days of employment, what is an acceptable amount of the following?

- Days late? _____
- Days absent? _____

In the first year of employment, what is an acceptable amount of the following:

- Days late? _____
- Days absent? _____
- Days on vacation? _____

What is the biggest challenge to making you successful in your position if offered the job at Precious Lambs?

Are you familiar with OCFS? Yes No

What is OCFS and what does OCFS mean to you?



Precious Lambs Assistant Teacher Employment Application Questionnaire

Are you familiar with NYSOCFS Regulations?

What do you look for in a company you want to work for?

What is most important about your work atmosphere?

Describe the characteristics of your ideal team (co-workers)?

What kind of boss do you want to work for?



Precious Lambs Assistant Teacher Employment Application Questionnaire

How do you feel about being held accountable for your daily progress?

What did you like/dislike about your past/present employer?

What did you like/dislike about your past/present job?

What would give you a sense of accomplishment in your next position?

What motivates you to meet your goals? Do you want to meet or exceed your goals?

Where do you see yourself in the next year and 5 years from now?



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Do you prefer planning and creating with your lead teacher or following directions and easy to follow steps?

Have you ever been in a position when you were left to lead in the classroom? **Yes** **No**

How did you feel about that situation?

What is the max number of children you have ever been in charge of on your own?

Have you ever had to search for activities or crafts for the children in your care? **Yes** **No**

What resource have you used in the past to find activities for the children?

Do you prefer a structured or unstructured classroom and why?



Precious Lambs Assistant Teacher Employment Application Questionnaire

Would you be more creative in a structured or unstructured classroom?

When do you feel is the best time to prepare and plan for class activities?

How would you structure your day for quality progress if you had a light load of children in attendance?



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Please feel free to ask any questions you might have
