

## Job Description

Sunny Patch Preschool seeks compassionate, enthusiastic assistant teacher for part-time teachers for the upcoming school year.

A love of nature, art and a nurturing spirit are musts!

Educators must be experienced working with preschool-age students (1 - 5 yrs. old) and have a passion for child-led hands-on learning. Our teachers serve as learning guides and help facilitate child-directed play and exploration.

Developmentally appropriate activities include walks, games, songs, puppet shows, art provocations, science experiments, and various activities.

An integral component of learning is outdoor exploration - so you must be physically capable (and eager about) vigorous outdoor play in all weather! We explore outdoors every day. The teachers will work directly with students and co-teachers to establish a positive, fun, and safe environment that allows children to learn foundational skills while connecting with nature and one another.

### **Areas of Responsibility:**

- Maintain a positive, safe learning environment for a class of 6-12 students, including compliance with licensing requirements
- Follow all safety related protocols and daily disinfection of materials and spaces
- Develop and nurture partnerships with families
- Help develop and implement nature-based curriculum for children ages 1-5

- Evaluate and document children's growth and progress to inform teaching and to be shared with parents
- Collaborate with your co-teacher to prepare and maintain teaching materials and activities
- Work closely with co- teachers to support students, families, and program goals
- Contribute to social media with photographs, activities or anecdotes
- Attend required on-going professional development courses
- Participate in special preschool events and outings (roughly 3 a year)

*Continued*

### **Qualifications Needed:**

- Experience working with preschool-age students
- Comfortable teaching in outdoor settings
- High School diploma or equivalent
- Background (in Early Childhood Education, Child Development, Elementary Education, Environmental Education or related fields) preferred
- Strong communication and organizational skills
- Ability to work as part of a team

- Basic computer experience (ie. Social media posts uploading digital photos, etc.)
- Current First Aid and CPR certification or ability to complete within 2 weeks of hire.
- Availability Full time: Mon - Friday 9 - 5
- Part Time MWF 8-12 or MWF 1 - 5 pm  
**Time Commitment:** We are looking for teachers to start as soon as possible.
- Teachers will also be required to have a background check, 5 hours of training (provided), health screening and fingerprinting as mandated in the state licensing regulations.
- Part-time hours are 4 hours MWF or T/TH with occasional additional hours outside of normal workdays for staff meetings and workdays.  
**Salary:** Starts at \$11 an hour. Raise will be given after completion of CPR / First Aid and required licensing training.
- Paid holidays and vacations during closure after 6 months of employment.
- Half off child care tuition
- Bonus upon completing training and staying on for 60 days.

## Employee Contract

I have read and agree to the terms outlined in the Employee Handbook.

I agree to arrive on time and in appropriate dress for my job.

I agree to alert the director to changes in my schedule as soon as possible so that accommodations can be made.

I understand that my phone is only to be used for documentation purposes during working hours when the children are awake.

I agree to abide by the program policies including making sure my training is always up to date.

Printed Name \_\_\_\_\_

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

**Sunny Patch Preschool**

34521 Fendt Street  
Farmington Hills Mi  
(248) 709-3261

# Employment Application

\_\_\_\_\_  
*DATE*

\_\_\_\_\_  
*POSITION DESIRED/FT OR PT*

\_\_\_\_\_  
*DESIRED WAGES*

\_\_\_\_\_  
DATE AVAILABLE

\_\_\_\_\_  
NAME (First) (Middle) (Last) SPOUSE'S NAME IF MARRIED

\_\_\_\_\_  
HOME STREET ADDRESS CITY STATE CELL PHONE -----

\_\_\_\_\_  
BIRTHDATE SOCIAL SECURITY NUMBER EMAIL ADDRESS

If you are under age 18, can you submit a work permit if hired? \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ I  
am over the age of 18

Are you a US citizen? \_\_\_\_\_ YES \_\_\_\_\_ NO

If you are not a US citizen, do you have a VISA to work in the US? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, what kind of VISA classification? \_\_\_\_\_ Visa Registration No: \_\_\_\_\_ Expiration Date:  
\_\_\_\_\_

Has bond or security clearance ever been denied and/or canceled? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please explain: \_\_\_\_\_

**EDUCATION** (Attach documentation of qualifying education)

	PLACE	DATES	DIPLOMA CERT. OR DEGR
High School			
College			
Other			

**EXPERIENCE WITH CHILDREN** (Indicate ages of children, your duties, and dates you worked or  
volunteered.)

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(Attach any documentation of experience working with children.)

Do you have any children that need child care while you are at work? \_\_\_\_\_ YES  
NO

If yes, please list their name and ages: \_\_\_\_\_

(Please note: While we do offer child care benefits for our staff, enrollment is not guaranteed. It depends on our available space and the number of staff children currently enrolled.) \_\_\_\_

LIST YOUR TEN-YEAR EMPLOYMENT HISTORY. BEGIN WITH YOUR MOST CURRENT OR LAST EMPLOYER. IF YOU HAVE BEEN UNEMPLOYED DURING ANY TIME WITHIN THE PAST TEN YEARS, LIST HOW YOU SPENT YOUR TIME. EXAMPLE: STUDENT, HOUSEWIFE, UNEMPLOYED, ETC.

MONTH/YEAR FOR LEAVING	NAME, PHONE, & ADDRESS OF EMPLOYER	POSTION AND DUTIES	REASON
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<b>FROM:</b>			
<b>TO:</b>			
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<b>FROM:</b>			
<b>TO:</b>			

May we contact previous employers? \_\_\_\_\_ YES \_\_\_\_\_ NO

Do you have a criminal record? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, explain \_\_\_\_\_

Have you ever been shown by credible evidence, e.g., a court order or jury, a department investigation or other reliable evidence to have abused, neglected or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly negligent misconduct? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, explain: \_\_\_\_\_

Can you perform the essential function of the position for which you are applying? \_\_\_\_\_ YES  
NO

If no, please explain: \_\_\_\_\_

Do you have a valid driver's license? \_\_\_\_\_ YES \_\_\_\_\_ NO If yes, give the license number and class:

\_\_\_\_\_

Have you had CPR and first aid training within the past two years? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, give expiration date: \_\_\_\_\_

\_\_\_\_\_

Have you attended any completed any child care training courses? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, please list: \_\_\_\_\_

Our state licensing department requires annual child care training, are you will to participate? \_\_\_\_\_YES  
\_\_\_\_\_NO



I hereby certify that all the information provided in this employment application is true and complete. I understand that false information or the omission of information may disqualify my candidacy and may be grounds for termination. I further understand that I am applying to a Drug Free Workplace and may be required to submit to testing for the presence of drugs as a condition for employment.

Signature

:

\_\_\_\_\_

Date

:

\_\_\_\_\_