

**Woodmont Baptist Church
2001 Darby Drive
Florence, AL 35630
256-766-1255**

Date: _____

I, _____, understand that as a condition for my employment with Woodmont Baptist Church, Inc., I must pass the drug screen test which will be given at the time of my employment physical.

Signature

Date: _____ **DL#:** _____

Position applied for:_____

Name: _____

Middle

Address: _____

Zip

Telephone: () _____ **Best time to call you** _____

Social Security Number: _____ **Birthdate:** _____

Are you legally eligible for employment in this country?	Yes	No
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Do you have any physical disability or preexisting limitations that might hinder or limit your work performance? _____ Yes _____ No. If yes, please give an explanation _____

Note: If you are hired, you will be required to produce documents about your eligibility for employment in order to complete an I-9 form.

CURRENT OR LAST EMPLOYER

Please complete all of the following blanks about your employment history even if you do not think the questions relate to the position you seek.

Name _____

Address

Zip

Telephone () _____ May we contact? _____ Yes _____ No

Dates of employment: From _____ **To** _____

Position or Title

Name/Title of Supervisor

[illegible]

Describe job duties, responsibilities and important accomplishments

NEXT PREVIOUS EMPLOYER

Name _____

Address _____
Street City State Zip

Telephone () _____ May we contact? _____ Yes _____ No

Dates of employment: From _____ To _____

Position or Title _____

Name/Title of Supervisor _____

Starting Salary _____ Ending Salary _____

Describe job duties, responsibilities and important accomplishments _____

Reason for leaving _____

NEXT PREVIOUS EMPLOYER

Name _____

Address _____
Street City State Zip

Telephone () _____ May we contact? _____ Yes _____ No

Dates of employment: From _____ To _____

Position or Title _____

Name/Title of Supervisor _____

Starting Salary _____ Ending Salary _____

Describe job duties, responsibilities and important accomplishments _____

Reason for leaving _____

EDUCATIONAL BACKGROUND

	Name	City	Dates Attended	Degree
High School				
College				
Graduate				
Other				

If you are presently enrolled in school, what are you studying? _____

List any special skills, training, or knowledge you have for this position and any other achievements you would like considered. _____

REFERENCES

If possible, list three business references who are not related to you and who are not your previous supervisors. Otherwise, list three personal references who are not related to you.

Name Known	Address	City	Zip	Telephone	Years
1.					
2.					
3.					

I understand that this application may be withdrawn or my employment may be terminated if I have made any misrepresentations on this form. I authorize the church to contact all references to seek job-related information about me, and I release the church and all other persons and companies from liability for furnishing or obtaining such information.

Signature

AUTHORIZATION AND RELEASE OF INFORMATION

I authorize Woodmont Baptist Church and its agents to contact any person or employers listed on my employment application to confirm information supplied by me and/or to obtain other material information about my qualifications. I also release any person or employer which provides information from any and all liability for providing that information.

Signature

Print Name

Date

King's Kids Director Job Description

Accountable to:

The Director is responsible for managing all facets of the King's Kids Preschool Program for the Church. The Director is responsible to the King's Kids Committee and the church Administrator.

Requirements:

The Director should have experience working with parents and children. The Director should be organized and detail oriented, demonstrate good communication and interpersonal skills, and have basic computer/word processing skills. Prior experience of managing a staff would be useful.

The relationship the Director has with all personnel is to be conducted in a professional manner. No teacher shall be given preferential treatment over any other. The Director should be able to separate work responsibilities from personal friendships in the church.

Time requirements:

Average 20-25 hours per week, when school is in session. Classes meet 9-1 TWTH. Limited summer hours required for accounting duties, phone calls, hiring when needed, mail and bill paying.

Director Duties include, but are not limited to:

Supervise King's Kids Preschool staff members. Conduct annual evaluations. Keep an updated teacher file and make notes about any conflict, problem, or happening for future reference. Report issues to the King's Kids Committee for suggestions and legal advice.

2. Organize staff resume and make hiring suggestions to the King's Kids Committee/Church Administrator for the hiring of teaching staff and a music teacher. Hire the music teacher capable of coordinating musicals for Christmas, end of year, and a graduation program.
3. Schedule, develop, and organize training for the teachers. (CPR, Continuing Education, etc.)
4. Responsible for calling subs for teachers. Develop and train a pool of competent substitute teachers for the program.
5. Help teachers and staff plan for a balanced program, concerned with academic and spiritual growth, good health habits, good nutrition, safety in all activities, fire and storm drills, and encourage Christian values.
6. Group teacher partners together considering teaching compatibilities, spiritual maturity, and other areas of strength. Encourage teachers to be independent in the planning and implementation of their classroom activities and curriculum development.
7. Set up classroom sizes in order to meet financial goals and facilitate learning.
8. Ensure that teachers are aware of the Bonus requirements:
 - Put the dates of items A-D on the time sheet.
 - A. Bulletin Boards changed by the first day of month
 - B. Lesson plans calendar turned by the third Thursday of the month
 - C. Each staff member attends the *monthly teacher* meeting on the third Tuesday of the month
 - D. Each staff member attends their *class ages* planning meeting.

(The Director will hire a sitter from 1-2:30 approx. teacher only meetings.) no children

Make sure all new employees are aware they may be subject to background checks and a pre-employment drug screening. All employees are subject to random drug screenings.

10. Conduct staff orientation and parent open house in August.
11. Conduct monthly meetings except in December and May. These are teacher appreciation luncheons. The preschool pays for the lunch. Take a check.
12. Observe the strictest of professional ethics and guarded confidentiality in relationships with parents, teachers, and committee members. Keep all personal information confidential and require teachers to do this. Be a good listener.

13. Keep office locked to protect all personal files of teachers and children.
14. Communicate about shared space, by understanding that the church is God's house and we are sharing this building to honor "Him."
15. Ensure that the classrooms and facilities reflect a warm, safe, nurturing environment for the children. Walk the halls and visit classrooms at unannounced times each day.
16. Ensure the safety of the children by doing: regular inspection of plug covers, broken toys, sharp objects, etc. Check all areas including playgrounds, indoor play area, and classrooms. Encourage teachers to help with this daily by reporting any problems to the director.
17. Encourage parent-teacher conferences with parents as needed. Director and both teachers should be present.
18. Communicate and promote the King's Kids Preschool program to the congregation, and community in order to recruit and enroll children.
19. Administer the work of the program by keeping required records, student forms, (including registration, COI, emergency card), bank deposits, filing, collecting tuition and fees, post checks, and write receipts for cash, paying bills, and writing monthly substitute checks, opening and distributing mail and correspondence, receiving and returning of phone calls, transporting of monthly records, and payroll information to the accountant. Prepare budget requirements requested by King's Kids Committee and church Administrator.
20. Maintain a record for each child: admission, placement and withdrawal. Keep any injury or suspicious reports with the child's record.
21. Attend preschool meetings as required by the church in connection to the Preschool Department, Church Council, church preschool ministry, etc.
22. Purchase preschool supplies as ordered by teachers. Oversee efficient utilization of supply spending. Be responsible for organization, storage and inventory of start up and ending supplies. Inform teachers that classroom closets are for King's Kids supplies. S.S., M.F., Choir, etc. use classroom cabinets. A closet under the north stairwell is for general supplies and returning of unused supplies. A toy closet is under the stairwell behind the kitchen.
23. Provide parent handbook, emergency cards, (This is needed by open house in August.) teacher handbook, educational and bible curriculum guide for teachers to follow. (Provide at first teacher meeting in August.) Update as needed.
24. Provide a monthly newsletter for parents for upcoming events.
25. Coordinate the calendar being mindful that SCS is also a ministry of the church. Compare off days of all schools and create a preschool calendar. Give calendar to King's Kids Committee. Church to approve.
26. Coordinate classroom play times (approx 20 min.) for playground and indoor play. Give the church secretary **all** dates (practices, events, photo's, special rooms etc. /so the rooms and times will be reserved).
27. Be mindful of Community Bible Study on Wednesdays, Senior Adult Luncheon on the third Thursday, and janitorial scheduling conflicts. Work closely with the janitor staff, Your Best Friends!! J

Pray as you make all decisions. You will be blessed.