

# Excel Program Job Descriptions and Qualifications

Staff members in a child care center shall be eighteen (18) years of age or older.

Exceptions may be allowed for individuals sixteen (16) or seventeen (17) years of age to work in a center if they meet all of the following criteria:

- a. The individual shall not have disciplinary control over children;
- b. The individual shall not be left alone with children at any time;
- c. The individual shall be under the direct supervision of an adult staff member at all times;
- d. The individual shall meet all other staff requirements; and
- e. The individual shall be enrolled in a high school or General Education Diploma (GED) curriculum.

**Lead Teacher:** 18 years or older, High School Diploma

- Position Duties
  - Providing care for children, following schedules and routines
  - Cleaning rooms and toys each day.
  - Encouraging age-appropriate learning and socialization to ensure children learn basic skills and concepts, such as communication, manners, sharing, etc.
  - Maintaining a safe workplace by monitoring children for health, behavioral, and emotional issues and reporting concerns to staff and parents.
  - Ensuring children are learning positive behaviors and providing guidance or approved discipline, as needed.
  - Keeping records relating to child care.
  - Communicating with parents as needed about behavioral, socially, emotional issues.
- Position Requirements
  - Decisiveness, patience, and stamina to chase after, lift, or carry children.
  - Exceptional communication, teaching, and interpersonal skills.
  - Strong understanding of stages of childhood development.
  - Attentiveness to the needs and safety of children.
  - Professionalism towards other staff members
  - Meet qualifications for Arkansas Child Care Licensing, including background checks and professional development training (20 -30 hours per year).

**Assistants:** 16 or 17 years old. Enrolled in High School or GED Course

- Assist Lead Teachers as needed: taking children to the bathroom, carrying items, maneuvering class to the correct place, redirect negative behaviors etc.
- Following the directions and assignment of duties of lead teachers, directors, and on-site supervisors.
- Cafeteria Duties (Snack & Lunch)
  - Supervising children at snack/lunch by walking up and down the tables to redirect negative behaviors.
  - Helping children open lunch items, milk, etc.
  - Wiping cafeteria tables between classes
  - Cleaning up spills.
  - Sweeping/Mopping cafeteria floors.
  - Taking out trash, adding new trash bags to cans.
- Monitoring hallways during student arrival and helping students to their rooms.
- Assisting teachers and monitoring students on field trips.
- Assisting in the water and walking the pool perimeter on pool days.
- Helping with, organizing, and/or conducting sport camp activities.
- Meet qualifications for Arkansas Child Care Licensing, including background checks and professional development training

# EMPLOYEE APPLICATION – EXCEL PROGRAM

Application Date: \_\_\_\_\_

## PERSONAL INFORMATION

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Are you eligible to work in the United States? Yes or No

Do you have reliable transportation? Yes or No

Will you work overtime if required? Yes or No

Do you have children that will require childcare? Yes or No

If hired are you able to perform the essential tasks required for the position, including lifting, bending, sitting, standing, and meeting the physical and emotional demands of children? Yes or No

Have you ever been arrested, pled guilty or no contest to any crime, including misdemeanors? Yes or No

If answering Yes, please list dates, county, and details of incident.

\_\_\_\_\_

\_\_\_\_\_

How many hours a week do you want to work? \_\_\_\_\_

Are there times or days that you are unable to work? Yes or No

Hours/Days you cannot work:

\_\_\_\_\_

\_\_\_\_\_

List any other training, skills, accomplishments you have that we should consider.

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Why are you interested in working for our company? \_\_\_\_\_

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Group Care Experience:

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List any childcare related courses you have taken:

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Are you presently employed? Yes or No

Position applying for: Lead Teacher (18 or older) / Assistant (16-17 years old)

Preferred Age Group: \_\_\_\_\_

## **EDUCATIONAL BACKGROUND**

High School: \_\_\_\_\_

Received Diploma or Equivalent? Yes No

College: \_\_\_\_\_

Received Diploma or Equivalent? Yes No

Major: \_\_\_\_\_ Postgraduate College: \_\_\_\_\_

In Case of Emergency, contact:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Phone ( ) \_\_\_\_\_

**EMPLOYMENT HISTORY** Please list previous employment, starting with most recent  
(You may attach a resume with additional information)

May we contact the individuals below for references to your work? Yes or No

If no, please explain:

\_\_\_\_\_

1. Place of Employment \_\_\_\_\_ Position \_\_\_\_\_

Duties \_\_\_\_\_

Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

2. Place of Employment \_\_\_\_\_ Position \_\_\_\_\_

Duties \_\_\_\_\_

Start Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone Number \_\_\_\_\_

*By completing this application, you give permission for the child care director to contact your references, verify your past work history, conduct a criminal background check, verify your driving record, and contact your previous employers to determine your suitability in working in the child care center.*

*By signing this application, you affirm that the information is true to the best of your knowledge. You also agree to release the center for any liabilities that result from the verification. Thank you.*

**Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_