



INtrinsic Scholars Academy

EXPLORE.LEARN.APPLY.

3492 Acworth Due West Rd Kennesaw, GA 30144 (678) 401-8527 (office) (770) 485-5019 (fax)
info@intrinsicsscholars.com www.intrinsicsscholars.com

APPLICATION FOR EMPLOYMENT

Date _____

Name: Last First Middle Home phone

Street Address City State Zip

Position desired _____ Hours desired _____ Full time__ Part time __ Substitute __

Date available to work _____ Are you at least 18 years old? ___ Yes ___ No Birthdate _____

Have you applied with us before? ___ Yes ___ No If so, when _____

Do you have relatives that are currently working for our program? ___ Yes ___ No

Education and Training

Name and address of school Degree, Diploma

High School _____

College _____

Other _____

Please list any childcare training courses that you have completed.

List any languages you can speak fluently (other than English):

List any other educational training experiences that you have had including opportunities to experience cultures other than your own.

List any books or articles that you have read recently that have helped you to grow professionally.

Are you certified by Georgia Professional Standards Commission or do you hold any teaching credential? If so, please list

What level? _____ Remains valid for _____ years.

Endorsement(s) _____

List semester hours in endorsement area(s) _____

If you do not hold a certificate, what requirements do you need to complete? * **Please attach photocopies of any certificates held.**

Background Information

Have you ever been convicted of a crime, including misdemeanors, other than traffic violations? _____

If yes, explain in detail

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 negligent misconduct (as evidenced by oral or written statement)?

_____ If yes, explain in detail

Do you have a valid driver's license? If yes, give license no., state, and expiration date

Do you currently hold a valid CPR card? ___ Yes ___ No If yes, list expiration date _____

Do you currently hold a valid First Aid card? ___ Yes ___ No If yes, list expiration date _____

Please read the attached "Duties and Responsibilities". Are you in all respects able to adequately perform the duties as described? ___ Yes ___ No If no, explain

The state requires annual childcare training and we encourage additional hours of professional development .

Are you willing to participate? _____

Applicant's Certification And Agreement

I understand that **Intrinsic Scholars Academy** does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified accommodate individuals with a disability. The reasonable accommodation requirement applies to the application process, any pre-employment testing, and actual employment. but only if the program supervisor is made aware that an accommodation is required. If you are disabled and require accommodation, you may request it at any time during the disability. Under the Americans with Disabilities Act of 1991, this program is required to reasonable interview process. You are obligated to inform the program director of your needs if it will impact your ability to perform the job for which you are applying. I hereby certify that I have read the job description for the position for which I am applying, and am in all respects, able to adequately perform the essential functions and duties as described.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize **Intrinsic Scholars Academy** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a criminal record check and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal record check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the facility or on me as a role model for the students. I understand that this is only an application for employment and that an employment position is not being offered at this time.

I certify that all information on this application is correct. It is understood and agreed that any misrepresentation by me on this application will be sufficient cause for cancellation of the application process and/or separation from the company if I have been employed.

Applicant Signature _____ Date _____

Have you had other courses giving specific training for early childhood education? Provide details.

PERSONAL PHILOSOPHY

*** On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

- A. Why do you wish to teach at Intrinsic Scholars Academy?
- B. What do you consider to be the most optimal environment for learning?
- C. What is your philosophy and practice of discipline?
- D. What is your philosophy and practice regarding learning styles?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe the role of the parent is in a child's education? How does your belief affect your interaction with parents?
- G. Please summarize any additional information that you would like to present regarding your candidacy for this position.



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STAFF DUTIES AND RESPONSIBILITIES

NATURE OF THE WORK

Teachers play an important role in fostering the intellectual and social development of children during their formative years. The education that teachers impart plays a key role in determining the future prospects of their students. Whether in preschools or high schools or in private or public schools, teachers provide the tools and the environment for their students to develop into responsible adults.

Teachers act as facilitators or coaches, using classroom presentations or individual instruction to help students learn and apply concepts in subjects such as science, mathematics, or English. They plan, evaluate, and assign lessons; prepare, administer, and grade tests; listen to oral presentations; and maintain classroom discipline. Teachers observe and evaluate a student's performance and potential and increasingly are asked to use new assessment methods. For example, teachers may examine a portfolio of a student's artwork or writing in order to judge the student's overall progress. They then can provide additional assistance in areas in which a student needs help. Teachers also grade papers, prepare report cards, and meet with parents and school staff to discuss a student's academic progress or personal problems.

Many teachers use a "hands-on" approach that uses "props" or "manipulatives" to help children understand abstract concepts, solve problems, and develop critical thought processes. For example, they teach the concepts of numbers or of addition and subtraction by playing board games. As the children get older, teachers use more sophisticated materials, such as science apparatus, cameras, or computers. They also encourage collaboration in solving problems by having students work in groups to discuss and solve problems together. To be prepared for success later in life, students must be able to interact with others, adapt to new technology, and think through problems logically.

Preschool, kindergarten, and elementary school teachers play a vital role in the development of children. What children learn and experience during their early years can shape their views of themselves and the world and can affect their later success or failure in school, work, and their personal lives. Preschool, kindergarten, and elementary school teachers introduce children to mathematics, language, science, and social studies. They use games, music, artwork, films, books, computers, and other tools to teach basic skills.

Preschool children learn mainly through play and interactive activities. *Preschool teachers* capitalize on children's play to further language and vocabulary development (using storytelling, rhyming games, and acting games), improve social skills (having the children work together to build a neighborhood in a sandbox), and introduce scientific and mathematical concepts (showing the children how to balance and count blocks when building a bridge or how to mix colors when painting). Thus, a less structured approach, including small-group lessons, one-on-one instruction, and learning through creative activities such as art, dance, and music, is adopted to teach preschool children. Play and hands-on teaching also are used by *kindergarten teachers*, but academics begin to take priority in kindergarten classrooms. Letter recognition, phonics, numbers, and awareness of nature and science, introduced at the preschool level, are taught primarily in kindergarten.

Adapted from the United States Department of Labor

Qualifications

1. High school diploma or GED
2. Child Development Associate or equivalent early childhood certificate
3. Technical College Diploma in Early Childhood Education
4. Bachelor's Degree in Early Childhood Education
5. Satisfactory Criminal Record Check
6. First aid and CPR
7. One year of experience in working with preschool children
8. Above average communication skills

Staff members must be knowledgeable about the subjects they teach, and possess the ability to communicate, inspire trust and confidence, and motivate students, as well as understand the students' educational and emotional needs. Teachers must be able to recognize and respond to individual and cultural differences in students and employ different teaching methods that will result in higher student

achievement. They should be organized, dependable, patient, and creative. Teachers also must be able to work cooperatively and communicate effectively with other teachers, support staff, parents, and members of the community.

Classroom Organization

1. Greet children and parents with a smile and a friendly hello, then encourage the children to get involved with class activities, minimizing the departure of the parent.
2. Bulletin boards should reflect a theme and also display children's artwork. Bulletin boards should be changed monthly.
3. All Learning Centers must be left in a clean, orderly condition at the conclusion of each activity. Children should be taught to assist in returning materials to the proper storage areas.
4. Storage areas must be kept neat and clean.
5. Each child must have a cubby labeled with his/her name.
6. Each child must have a sheet and blanket on his/her mat at naptime. Mats must be assigned to an individual child. Mat covers must be removed after naptime and placed in that child's cubby.
7. Allow three feet of space between each mat. Children must be placed in an alternating head-feet arrangement. Leave a walk space for exiting to the outside, in case of fire.
8. Teachers must eat with the children, modeling appropriate table conversation and manners.
9. Cleaning supplies must always be kept out of reach of children. Supply room doors must be kept closed and locked at all times.
10. Clean room according to daily checklist.

Education

1. Weekly lesson plans must be prepared and posted by 9:00am each Monday. A copy of the lesson plan must be available for substitute teachers.
2. A Monthly Activity Calendar must be prepared and posted at the beginning of each month to include a theme and any scheduled events such as field trips.
3. Materials should be prepared before the scheduled day.
4. Television time is limited to thirty minutes per week. Programs should be G rated and primarily educational. The Director must approve special movies or entertainment videos.
5. Each classroom must have a Parent Awareness Board. The following should be posted: daily schedule, weekly lesson plan, special events, and allergy list.
6. Children should take home art projects at least twice a week.
7. One half of playground time must be organized group activities.

Supervision

1. Constant supervision is required at all times. Children are never to be left unattended in classroom or on the playground. The proper teacher/child ratio must always be maintained.
2. Toddler Times and Infant Reports must be completed daily on each child.
3. The early morning and late afternoon teachers must include enrichment activities for the combined group of children. REMEMBER, this is the only time that some parents observe our center.
4. Children should always leave the center with clean faces and hands, shoes tied, and clothes straightened.
5. All accidents must be reported to the Director. If injuries occur, an Incident Report must be completed by the teacher, signed by the director, and given to the parent the day of the injury.
6. Do not burden parents with petty incidences. Discuss serious concerns with the Director.
7. Children are not permitted in the kitchen. In addition, staff with diaper changing responsibilities shall not be simultaneously assigned to kitchen food preparation duties.

Other Job Requirements

1. Lifting, lowering, and carrying up to 50 pounds.
2. Evacuation and/or driving in emergency situations.
3. Being outside in summer and winter temperatures.
4. Using large and small muscle groups - walking, running, jumping, lacing, cutting with scissors, sorting.
5. Apply first aid/CPR
6. Bending, crawling, kneeling
7. Eye hand coordination
8. Lead field trips
9. Visual acuity
10. Speak and hear clearly
11. On time arrival
12. Regular attendance
13. Use of chemicals and/or solvents for cleaning and disinfecting



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Payroll Schedule 2016

Pay Per #	Pay Period Begin Date	Pay Period End Date	Payroll Processed	Check Date
1.	03/01/16	03/06/16	03/08/16	03/11/16
2.	03/07/16	03/20/16	03/22/16	03/25/16
3.	03/21/16	04/03/16	04/05/16	04/08/16
4.	04/04/16	04/17/16	04/19/16	04/22/16
5.	04/18/16	05/01/16	05/03/16	05/06/16
6.	05/02/16	05/15/16	05/17/16	05/20/16
7.	05/16/16	05/29/16	06/01/16	06/03/16
8.	05/30/16	06/12/16	06/14/16	06/17/16
9.	06/13/16	06/26/16	06/28/16	07/01/16
10.	06/27/16	07/10/16	07/12/16	07/15/16
11.	07/11/16	07/24/16	07/26/16	07/29/16
12.	07/25/16	08/07/16	08/09/16	08/12/16
13.	08/08/16	08/21/16	08/23/16	08/26/16
14.	08/22/16	09/04/16	09/07/16	09/09/16
15.	09/05/16	09/18/16	09/20/16	09/23/16
16.	09/19/16	10/02/16	10/04/16	10/07/16
17.	10/03/16	10/16/16	10/18/16	10/21/16
18.	10/17/16	10/30/16	11/01/16	11/04/16
19.	10/31/16	11/13/16	11/15/16	11/18/16
20.	11/14/16	11/27/16	11/29/16	12/02/16
21.	11/28/16	12/11/16	12/13/16	12/16/16
22.	12/12/16	12/25/16	12/28/16	12/30/16

The Payroll Department will periodically request timesheets/absentee sheets earlier than deadline.



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DIRECT DEPOSIT AUTHORIZATION FORM

How Direct Deposit works – Intrinsic Scholars Academy notifies your financial institution electronically of the funds to be deposited on your behalf. Your financial institution records this transaction into an account of your choice, creating immediate access on the day of deposit. You receive an earnings statement documenting this payment. If you desire to make a direct deposit to more than one institution, you must complete a form for each institution. Only one deposit can be made to one account at each institution.

- ✓ **It's convenient** -saves you a trip to the bank.
- ✓ **It's faster** - most banks post the funds to your account at the beginning of the day's business on payday allowing immediate access
- ✓ **It's safer** – Direct Deposit eliminates the worry of a lost or stolen paycheck
- ✓ **It's confidential** – funds are automatically processed and you can instruct the bank to apply them to your savings or checking account

Name _____ Social Security Number _____

I hereby authorize the Intrinsic Scholars Academy to **(circle one) Start / Change / Stop** total bi-weekly payroll deduction to the Financial Institution shown below. You may designate any bank, savings and loan association, or credit union in the U.S. that (1) is a member of the Federal Reserve System and (2) accepts electronic funds transfer. Payroll will notify you if the institution you choose does not qualify.

Financial Institution's Name _____
 Transit Routing Number _____
 Account Number _____
 Type of Account: Checking or Savings _____
 Deduction Amount _____ (Dollar Amount)
 Effective with pay date of _____

I have an established account at the Financial Institution indicated above, and authorize Intrinsic Scholars Academy to initiate credit entries and to initiate debit entries and adjustments for any credit entries in error to my (our) account(s) indicated above.

I have provided a copy of a voided check (see attached) solely for the purpose of verifying my account number and the Financial Institution's routing number. My authorization will remain in effect until revoked by me in writing or I terminate my employment with Intrinsic Scholars Academy.

Signature _____ Date _____

Co-Signature (If Joint Account) _____