

St. Matthew Community Preschool Inc.

Proudly serving families of our community since 1976!



1951 Wilshire Drive | Frankfort, IN 46041 | 765-654-4546
www.stmatthewfrankfort.com

Name _____ Date _____

Address _____

Phone _____ Email _____

Education:

Highest Education Completed _____ High school/College/Certificate/ Degree _____

Work Experience (please note if there are reasons, we should not contact previous employers, list most recent first)

Employer Name _____

Phone _____ Position held _____

Start Date _____ Finish Date _____

Supervisor _____

Reason for leaving _____

Employer Name _____

Phone _____ Position held _____

Start Date _____ Finish Date _____

Supervisor _____

Reason for leaving _____

What Skills do you possess that would qualify you for this position?

Please list church, community or organizational activities in which you participate or belong to

Why do you believe you are a good candidate for this position?

Are you legally eligible to work in the USA? Yes or No

Do you have any prior convictions? Yes or No

References (not relatives)

Name _____ Phone _____

Position/Occupation _____

Relationship to this reference _____

Name _____ Phone _____

Position/Occupation _____

Relationship to this reference _____

Name _____ Phone _____

Position/Occupation _____

Relationship to this reference _____

Please return immediately to:

St. Matthew Community Preschool, Inc.

1951 Wilshire Drive

Frankfort, IN 46041

Or email to: bakermarykay@hotmail.com

St. Matthew Community Preschool, Inc. is hiring for their MAIN and/or WEST CAMPUS, located at 1951 Wilshire Drive OR 5641 W. Mulberry Jefferson Blacktop, Frankfort, IN. for **Early Childhood Care Teachers starting in June 2025.**

Early Childhood Care teachers are responsible for creating a nurturing, educational, and spiritually enriched environment for young children, typically from birth to age 5. This role involves helping children grow academically, socially, emotionally, and spiritually, incorporating Christian values into everyday interactions and learning experiences.

Job Responsibilities:

1. **Planning and Implementing Educational Activities:** Develop and implement age-appropriate lesson plans that encourage learning through play, exploration, and structured activities.
2. **Child Development and Assessment:** Observe and assess children's progress, documenting milestones and identifying areas for additional support or enrichment.
3. **Classroom Management:** Create a safe, clean, and organized classroom. Use positive behavior reinforcement techniques and manage classroom activities.
4. **Providing Emotional Support:** Build trusting relationships with children, providing emotional support and guiding them through social interactions and conflict resolution.
5. **Promoting Physical Activity:** Encourage physical play and ensure children engage in activities that promote motor skill development.
6. **Parent Communication:** Communicate regularly with parents regarding children's progress, any concerns, and offer suggestions for at-home activities to support development.
7. **Collaboration with Other Staff:** Work together with fellow teachers, assistants, and administrators to support the overall learning environment and ensure the well-being of the children.
8. **Maintaining Health and Safety:** Follow safety protocols to ensure the well-being of children. Administer first aid when necessary and monitor children during activities.
9. **Support for Individual Needs:** Provide individualized attention to children with special needs or different learning styles.

Skills and Qualifications:

- **Education:** Typically, a degree in Early Childhood Education or attained a Child Development Associate Certificate (CDA)
- **Faith:** Must be a practicing Christian, actively living out and modeling Christian principles to the children in care.
- **Experience:** Previous experience in child care or a teaching position with young children is often preferred.
- **Communication Skills:** Ability to communicate effectively with children, parents, and colleagues.
- **Patience and Flexibility:** A deep understanding of the developmental stages of children and the patience to work with them through challenges.
- **Creativity:** Ability to engage children through creative activities, making learning fun and interactive.

Positions Available:

- Both full time and part time hour's classroom teachers are available for infants through PreK.