

**Subject:** Questionnaire for Prospective Assistant Director

**Effective Date:** July 5, 2018

**Department:** Personnel

**Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. How would you handle the following situations? Please provide details.
   1. A four year old child is repeatedly brought to the office by his teacher for hitting other students. The child has difficulty expressing himself using words. However, his parents are not concerned because they believe “it is a phase.”
   2. A parent comes into the office yelling because they feel that their infant cried too long before being fed. The two teachers in the classroom were feeding other children when their child started to cry. The parent is adamant that their child always is attended to immediately. Allowing them to cry is unacceptable.
2. What would you say makes you a good fit for this position?
3. Please tell us about your best experience working in a team environment in the childcare field.
4. What have you done to plan and organize pre-school related events? Please give enough details that we can get an accurate picture of what you did, and how you did it
5. What experience have you had supervising others, either in a formal or informal way? Please provide details.
6. How many years of experience do you have working with children in either a school or ministry setting? Please provide some details (positions, organizations, etc.).
7. Please describe how the education or training you have completed would be beneficial to a manager in the childcare field?
8. What computer programs are you proficient working with and how have you used them?