



STEAM SCIENCE TECHNOLOGY ENGINEERING ART MATH

ASP2 STEAM ACADEMY
IMAGINE. INNOVATE. INSPIRE.

TINKER TOCK
LEARNING WORKS

WE'RE HIRING!

JOIN OUR INNOVATION TEAM!

At ASP2 STEAM Academy, we believe every child is an inventor, a creator, and a dreamer. Help us build a future of imagination, discovery, and endless possibilities!

OPEN POSITIONS

LEAD TEACHER K-3

- Inspire young minds through engaging, STEAM-based learning
- Create a positive, nurturing classroom environment
- Plan, teach, and assess student progress
- Collaborate with our Innovation Team
- Bachelor's degree preferred in Education or related field
- Experience with grades K-3 preferred



BACKGROUND CHECK, CPR/FIRST AID, AND MANDATED REPORTER CERTIFICATION REQUIRED FOR ALL POSITIONS.



ASSISTANT TEACHER/ LEARNING SUPPORT

- Support daily classroom instruction and activities
- Assist with hands-on learning and enrichment
- Help create a safe, fun, and organized environment
- High School Diploma required; CDA or experience with children preferred
- Passionate, patient, and team-oriented

WHY JOIN US?



MAKE AN IMPACT

Shape young inventors and leaders of tomorrow.



CREATIVE ENVIRONMENT

Teach in a one-of-a-kind STEAM and imagination-driven academy.



GROW WITH US

Opportunities for professional development and leadership.



SUPPORTIVE TEAM

Work alongside passionate educators who care.



MEANINGFUL WORK

Be part of a mission that changes lives every day.

WHERE EDUCATION
RUNS ON IMAGINATION!

APPLY NOW!

✉ education@asp2steamacademy.org

🌐 <https://asp2steam.com>

📍 Building Innovators.
Creating Tomorrow.

READY TO BUILD THE FUTURE?

Apply today and become an *Architect of Imagination!*

SCAN TO APPLY!



IMAGINE INNOVATE INSPIRE

A Special Place Academy LLC

Employment Opportunity & Hiring Packet

“Inventors of Young Minds”

Where Curious Minds Learn to Build the Future

Belleville, Illinois

aspecialplace@asp2steam.com

<https://asp2steam.com>



TEACHING REFLECTION

Why do you enjoy working with children?

Describe your teaching philosophy.

How do you encourage creativity and positive behavior in children?

COMPLIANCE QUESTIONS

Can you pass a background check?

Yes No

Are you physically able to perform classroom duties?

Yes No

Have you ever been denied employment involving children?

Yes No

If yes, explain:

APPLICANT CERTIFICATION

I certify that the information provided in this application is true and complete to the best of my knowledge.

Applicant Signature: _____

Date: _____

NEW HIRE DOCUMENT CHECKLIST

Required Documents

- Driver's License or State ID
- Social Security Card
- CPR Certification
- First Aid Certification
- Food Handler Certificate
- Physical Examination
- TB Documentation
- Background Check Authorization
- Emergency Contact Form
- W-4 Form
- I-9 Form
- Direct Deposit Form

Completed By: _____

Date: _____

INTERVIEW SCORECARD

Candidate Name: _____

Category	Score
Professionalism	_____/10
Communication Skills	_____/15
Warmth & Personality	_____/15
Creativity	_____/15
Classroom Management	_____/15
Reliability	_____/10
STEAM Alignment	_____/10
Parent Interaction Potential	_____/10
TOTAL	_____/100

Interview Notes

Strengths:

Concerns:

Recommendation:

- Strong Hire
- Hire
- Possible Candidate
- Do Not Hire

Interviewer Signature: _____

EMPLOYEE EXPECTATIONS AGREEMENT

As an employee of A SPECIAL PLACE Academy, I understand and agree to:

- Always maintain professionalism
- Arrive on time and maintain dependable attendance
- Always supervise children appropriately
- Maintain confidentiality regarding children and families
- Communicate respectfully with staff and families
- Support a positive classroom environment
- Follow all safety procedures and compliance policies
- Maintain classroom cleanliness and organization

Employee Signature: _____

Date: _____

ORIENTATION CHECKLIST

Employee Name: _____

Orientation Topic	Completed
Facility Tour	<input type="checkbox"/>
Classroom Procedures	<input type="checkbox"/>
Emergency Procedures	<input type="checkbox"/>
Child Supervision Policies	<input type="checkbox"/>
Daily Schedule Review	<input type="checkbox"/>
Parent Communication Expectations	<input type="checkbox"/>
Cleaning Procedures	<input type="checkbox"/>
Meal Procedures	<input type="checkbox"/>
Playground Procedures	<input type="checkbox"/>
Attendance Procedures	<input type="checkbox"/>
Confidentiality Review	<input type="checkbox"/>
Lesson Planning Expectations	<input type="checkbox"/>

Trainer Signature: _____

Employer Signature: _____

REFERENCE CHECK FORM

Candidate Name: _____

Reference Contacted: _____

Date: _____

1. How long have you known this candidate?

2. Would you describe the candidate as dependable?

3. How did they interact with children?

4. How was classroom management?

5. Would you rehire this candidate?

6. Additional Comments:

CLASSROOM DEMONSTRATION EVALUATION

Candidate Name: _____

Evaluation Area	Rating 1-5
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Student Engagement	_____
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Creativity	_____
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Classroom Presence	_____
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Patience	_____
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Communication	_____
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Organization	_____
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Positive Redirection	_____
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Lesson Preparation	_____
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Observation Notes

Evaluator Signature: _____

FIRST 30 DAY SUCCESS PLAN

Week 1

- Orientation
- Classroom observation
- Policy review
- Meet staff and families

Week 2

- Begin assisting classroom instruction
- Learn classroom procedures
- Participate in curriculum planning

Week 3

- Lead portions of classroom activities
- Demonstrate classroom management
- Practice family communication procedures

Week 4

- Performance check-in meeting
 - Feedback session
 - Goal setting and professional growth planning
-

STAFF CULTURE COMMITMENT

At A SPECIAL PLACE Academy, we believe:

- Every child deserves kindness and encouragement.
- Creativity builds confidence.
- Positive relationships create successful classrooms.
- Learning should be engaging and inspiring.
- Teachers are mentors, guides, and innovators.

Together, we create a magical place where children can dream, discover, and grow.

EMPLOYMENT OPPORTUNITY

Position Title

Early Childhood Teacher

Program Description

A SPECIAL PLACE Academy is a creative, child-centered early learning program focused on:

- STEAM-based learning
- Kindergarten readiness
- Creative exploration
- Social emotional development
- Hands-on discovery learning

Ideal Candidate Qualities

We are looking for educators who are:

- Warm and nurturing
- Dependable and punctual
- Creative and engaging
- Organized and professional
- Team-oriented
- Passionate about early childhood education

Qualifications

- CDA Credential
- Associate or Bachelor degree in Early Childhood Education
- Classroom experience preferred but not required
- CPR/First Aid certification
- Mandated Reporter Training

Current Schedule Options

- Full-Time Monday-Friday 8-4

Compensation

Compensation is based on qualifications, experience, certifications, and classroom responsibilities.

SCHOOL CULTURE & PHILOSOPHY

"The World of Tinker Tock"

A Special Place Academy is inspired by creativity, invention, exploration, and imagination.

Our whimsical STEAMPUNK-themed environment includes:

- Innovation-inspired classrooms and characters
- Hands-on learning centers
- Creative exploration activities
- Interactive storytelling
- STEAM discovery projects
- Character-building experiences

We believe children thrive when learning feels magical, safe, and inspiring.

EMPLOYMENT APPLICATION

Applicant Information

Full Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____

Email Address: _____

Position Applying For: _____

Desired Start Date: _____

Are you applying for:

- Full-Time
 - Part-Time
 - Substitute
 - Seasonal/Summer Program
-

AVAILABILITY

Day	Available Hours
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____

Can you work occasional extended hours if needed?

Yes No

EDUCATION

High School

School Name: _____

City/State: _____

Graduated?

Yes No

College / University

School Name: _____

Degree: _____

Major: _____

Graduated?

Yes No

EMPLOYMENT HISTORY

Employer #1

Employer Name: _____

Position Held: _____

Dates Employed: _____

Responsibilities:

Reason for Leaving:

Supervisor Name & Phone:

Employer #2

Employer Name: _____

Position Held: _____

Dates Employed: _____

Responsibilities:

Reason for Leaving:

Supervisor Name & Phone:

CERTIFICATIONS

Please check all that apply:

- CPR Certified
 - First Aid Certified
 - Food Handler Certified
 - Mandated Reporter Training
 - CDA Credential
 - Early Childhood Degree
 - Other: _____
-

PROFESSIONAL REFERENCES

Reference #1

Name: _____
Relationship: _____
Phone Number: _____
Email Address: _____

Reference #2

Name: _____
Relationship: _____
Phone Number: _____
Email Address: _____

Reference #3

Name: _____
Relationship: _____
Phone Number: _____
Email Address: _____
