

EMPLOYMENT: GENERAL QUALIFICATIONS

All applicants must possess the following requirements:

PROFESSIONISM & IDENTIFICATION

- Be proficient in English
- Have B.A. or Master degree in majors closely related to the position you apply
- Uphold teaching standards and professional demeanors based on our criteria
- Must be legally allowed to work in USA
- Must present your current California Drivers License or California Identification and Social Security Identification (or other ID that proves that you are legally allowed to work in the United States) during interview
- Must have a car / must live within 20 miles from our school
- Must complete background clearance (live scan fingerprinting \$65 - \$90) and tuberculosis clearance (fees vary pending on medical centers and your insurance coverage) prior to employment at applicants' own expense. We reimburse background clearance fee and part of tuberculosis clearance fee after employees work for one full year.

WORK ETHICS

- Teachers must find substitute teachers to cover their own absences.
- Must teach allocated hours. Must cooperate with the owner and other staff at Lascaux Academy. Must not take personal leave or vacation without permission of Lascaux Academy.
- Great punctuation! Independent with team-work spirit; excellent communication skills, able to cooperate with administrators, parents, students and related personnel.
- Patience! Patience! Patience! Great personalities! Honest, cheerful, challenging, reliable, tolerant, loyal and treat people with good faith and won't haggle with people.
- Stealing of any facility, equipment, office supply, teaching material, art supply, product, work of art and anything that belongs to the owner and students of Lascaux Academy will be subject to legal lawsuit and prosecution.

RELATED WORK INCLUDES BUT NOT LIMITED TO....

- Clean up classroom, vacuum, and substitute other teachers when they miss the class
- Need to help sell art supplies in-store or online and run errands for the center occasionally
- Need to help with marketing, greeting customers, answering customers questions with professional demeanors
- With child education background a big plus (but not necessary)!