

The Learning Station

Making a Difference One Child at a Time

EMPLOYMENT GUIDEBOOK

An Interview with Mrs. Donna

-TLS Founding Owner and
President



WHAT IS YOUR "WHY"?

My WHY has always been to make a difference in the lives of children. That desire grew exponentially when I worked at my first center as a teacher in SC. The conditions were far less than ideal and I wanted to change that and provide better care for children in our area. Of course that passion continued to grow having children of my own and grandchildren. Children need to feel loved and secure in a developmentally appropriate environment and that is what we strive to do.

WHAT DO YOU WANT YOUR LEGACY TO BE?

I want my legacy to be that I truly cared about people and that I was kind. That I helped whenever possible. I want my children and grandchildren to know and value hard work, sincerity and trusting God with all that you have.

WHAT WOULD YOU LIKE YOUR STAFF TO KNOW ABOUT YOUR PHILOSOPHY OF LEADERSHIP?

I would like my staff to know and feel that if I place them in a position on our team, that I trust them 100% to do their job. I will not micromanage. I love having opportunities to get to know people better, helping and being a shoulder to lean on or ask advice of. I believe strongly in our CORE VALUES and nothing makes me happier than seeing them followed. Especially our core value of FUN!

WHAT PROMISE CAN YOU MAKE TO YOUR STAFF AND TEAM?

My promise is to always be fair and to listen to all facts before making decisions and to always give grace where it is due. To do my best to view each person through the eyes of Jesus and do my best to build them up.

School Leaders



Brandi Duncan,
Executive Director



Rochelle Johnson,
Forestbrook Director



Codi North,
Conway Director

DIRECTOR TEAM

With over 70 years combined experience in Early Childhood Education our leadership team manages the day to day operations of both locations.

The list of their responsibilities is endless but their first priority is leading our team of 40 staff members and building relationships with our center families and children.

They strive to be approachable and available for any member of our school family to give advice, guide, direct, and lead through any issue.

Responsible for ensuring that all state licensing rules and regulations are upheld they are knowledgeable in all areas of the field and here to be a resource for our teachers and families.

As a part of our team you can expect to have weekly one on one meetings with one of your directors and frequent classroom visits and feedback.

We may have multiple locations but we're all one big school family!

School Leaders



HR AND CURRICULUM SUPPORT TEAM

Pictured: Top- Modesty Brantley Onboarding Specialist
Bottom- Sandy Atkins, USDA Food Program Specialist

Our Administrative support team has been a part of our TLS family since 2010 holding multiple roles including Teacher and Director. With a passion for curriculum, Mentor Training, and gift of creativity they support our leadership team in a variety of ways.



Modesty leads our hiring efforts, Onboarding and Training program for New Hires, and manages our Marketing and Social Media.

Sandy oversees our Food Program, Immunization Records, and other important state required paperwork and reports. You may see her during morning drop-offs at the Conway location taking temperatures to help with our Covid-19 procedures.





Core Values

WHAT ARE CORE VALUES AND WHY DO THEY MATTER?

"Values are the deeply held beliefs that guide and direct our behaviors."-
Author Unknown

Ultimately, we become what we value and at The Learning Station we have chosen a core set of values to stand on that we believe are true to who we are and will guide us in reaching our highest potential.

There are certain standards of behavior and service that fall in line with each of our Core Values and you'll learn more about those on the following pages!





WE BELIEVE
IN MAKING
A DIFFERENCE

Excellence

"Whatever you do, work at it with all your heart, as though you were working for the Lord and not for people." Colossians 3:23

Service Standards:

- We go the extra mile.
- We provide the best care possible.
- We maintain high levels of training and professionalism.
- We give 100% in everything we do.

Innovation



"See, I am doing a new thing! Now it springs up; do you not perceive it? I am making a way in the wilderness and streams in the wasteland." Isaiah 43:19



Service Standards:

- We incorporate early learning standards as they are initiated.
- We maintain current training on best practices in the field of Early Childhood Education.
- We contribute new ideas and solutions.





Kindness

"Stop being bitter and angry and mad at others. Don't yell at one another or curse each other or ever be rude. Instead, be kind and merciful, and forgive others, just as God forgave you because of Christ." Ephesians 4:31-32

Service Standards:

- We treat others how we want to be treated.
- We assume the best in every situation.
- We are intentional in our interactions.
- We make eye contact and smile when
- greeting each other and parents.

Family



"Love one another deeply as brothers and sisters. Outdo one another in showing honor." Romans 12:10



Service Standards:

- We cultivate a culture of trust.
- We value each other and the children and families we serve.
- We show we care by being empathetic and compassionate.





Fun

"This is the day the Lord has made, let us rejoice and be glad in it" Psalm 118:24

Service Standards:

- We celebrate what we hope to replicate!
- We find a reason to laugh every day.
- We greet life with a positive attitude!



What's it like to Work at TLS?

LET'S HEAR FROM OUR TEAM!

- "I love working at TLS because it's like home to me."
- "I'm proud to be a part of an amazing team of early childhood educators that feel like family. Everyone takes pride in their work to shape little minds."
- "TLS is an amazing family oriented environment and it's always fun to come to work!"
- TLS has always felt like family to me. Our owner is amazing! She genuinely cares about every one of her staff members and the culture is incredible.
- "Everyone who works here is very supportive, loving, and truly treats you like family."
- "I absolutely love the fact that if there is anything we need or want for our classroom, the admin make sure to get it for us!"
- I grew up in The Learning Station, coming here as a child. It feels like home to me and I've wanted to be a part of the team since I was 15!"
- "No other center in this area compares to TLS. It is simply the BEST."
- "Donna Jensen (owner) is the reason I chose TLS. She is caring and generous and always helps us to be our best. Every individual is recognized as an important part of the team."
- "After meeting the Administrative staff, I knew this was the school for me."
- "The administration is great! They listen, guide, and help in any way they can."
- It isn't just a job to me or a matter of convenience, TLS is a career and my new family/home away from home!



Benefits

TRAINING, TRAINING, AND MORE TRAINING!

We pride ourselves on providing more training than any other center in Horry County. You will start your new position off with an extensive orientation and online training as well as time in the classroom. In addition, we provide online training through Conscious Discipline, CCEI, Pro-Solutions, and more!

HEALTH AND WELLNESS

As an employee at TLS, you will be eligible for several types of insurance through AFLAC- illness, accident/injury, and more. These insurance options will supplement your income should you be injured or become ill. Our AFLAC representative will also walk you through choosing an Affordable Care Act Health Insurance plan that best fits your needs.

PAY, HOLIDAYS, VACATION, AND SICK TIME

Highly competitive pay as well as PTO for Holidays, Vacation, and Sick time.

TEACH PROGRAM

Through the TEACH Program, eligible employees, will be able to continue their education to obtain an Associates or Bachelors Degree in Education or Early Childhood with 80% of their tuition covered.

MISCELLANEOUS

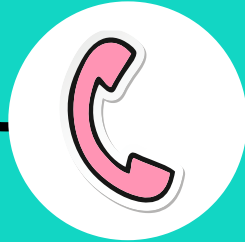
- Well stocked classrooms and unlimited classroom supplies
- Discounted childcare
- Breakroom with comfy lounging furniture, snacks, drinks, and TV with Netflix and more to catch up on your favorite shows during break time.
- Family environment
- Leadership and mentor opportunities available.



Hiring Process



APPLY



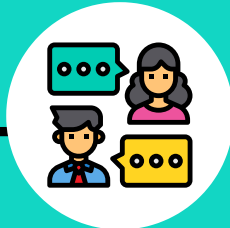
PHONE INTERVIEW

Phone interview is scheduled through BambooHR with Codi!



VERIFY QUALIFICATIONS

References Checked.
Experience verified.
Social Media Pages reviewed.
SLED Catch ran.



EXECUTIVE INTERVIEW

Potential candidates are invited to an Executive Interview with Brandi and Modesty at the Conway Location. Resume and writing sample requested.



VIDEO REQUEST

We request candidates to submit a video of themselves reading a children's book for our review. We can learn so much about a candidate through the way they read a story!



CLASSROOM PLAYDATE/ DIRECTOR MEET & GREET

Qualified candidates are invited to a 1 hour Classroom Playdate interaction at the center and to meet the center Directors.



CANDIDATE REPORT

Classroom teachers and Center Directors fill out a Candidate Report with their opinions and feedback.



HIRED!

Welcome to the team!
Onboarding begins!

★ Locations

Conway– 690 Singleton Ridge Road 843–349–0108



Forestbrook– 4301 Panther Parkway 843–235–4722



www.thelearningstation.org