



Christian Academy of Carrollton

1703 Easter Day Road, Carrollton, KY 41008
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christianacademycarrollton@gmail.com
www.christianacademyofcarrollton.org



ADMINISTRATOR APPLICATION

Date of application: _____

Name: _____

Phone: _____

Present Address: _____

City: _____

State: _____

Zip: _____

Permanent Address: _____

City: _____

State: _____

Zip: _____

Email Address: _____

Position applying for: _____

Earliest date available for employment: _____

Personal Information

Date of birth: _____ Place of Birth: _____ Place of Citizenship: _____

SS# _____ Marital Status: Single Married Widowed Separated Divorced Remarried

Spouse's Name: _____

Date of birth: _____

Children's Names:

Age:

Grade:

General Health (short description): _____

Physical Disabilities (yes/no) _____ Explain: _____

Spiritual Background Information

State briefly your personal relationship to Jesus Christ: _____

How long have you had assurance of your salvation? _____

Denominational preference? _____

Active church member? Yes or No

Church presently attending: _____

Pastor's name: _____

We believe that a person becomes a Christian by repenting of personal sins, confessing faith in Christ as Lord and Savior, and being baptized into Christ. Do you agree with this in principle and practice? Yes or No

If married, will your wife/husband give sympathetic support to CAC standards? Yes or No

Are you prepared to lead a young person to accept Christ as his/her personal Savior? _____

Educational Information

High School

College

College

School Name _____

Location _____

Dates Attended _____

Date Graduated _____

Degree _____

Major _____

Minor _____

List approximate letter grade for the following areas:

Major teaching or administrator field(s) average grade

Minor teaching or administrator field(s) average grade

Professional education courses average grade: _____

Teaching Experience

School Name:

Location:

Position:

Grade/Subject :

Dates:

Administration Experience

<u>School Name:</u>	<u>Location:</u>	<u>Position:</u>	<u>Dates:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Certification

NOTE: Please send applicable certification or bring in original for CAC to copy.

<u>State:</u>	<u>Date Issued:</u>	<u>Date Expires:</u>	<u>Type or Number:</u>
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Non-school Experience

<u>Employer</u>	<u>Address</u>	<u>Dates</u>	<u>Position</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

References

Enclosed you will find three (3) references that we would like to have completed and returned directly to the school. One form should be completed by your pastor, one by a supervisor, and the third a character reference from a close friend.

Please list to whom you have given these forms:

Pastor: _____

Principal / Supervising Teacher: _____

Personal Friend: _____

Views on Christian School

What do you consider to be the distinctive characteristics of a Christian school?

As an administrator in a Christian school, what would be the basis on which you would require obedience from your students? Respect? Cooperation?

Do you feel a Christian school has the right to set standards for faculty and students for dress, appearance, and ethics? (explain)

Would you want your children to be educated in a Christian school? State reasons. If you don't have children, answer as if you did.

Please comment on the Lord's leading in your life towards your working in a Christian school.

Have you had any other courses giving specific training for Christian school work?

Please respond to the following situations as if you were involved:

1. You sense a student has a poor self-concept and it is affecting his/her classroom behavior.

2. Some students come to you with complaints about an unfair action by a teacher. If their claims are true, the other teacher is doing some serious harm.

3. A teacher starts to fill you in on the past mistakes of another employee.

4. A student disrupts a class with small mutterings and movements. When he is given, he quiets down; but the next day he does the same thing. How would you counsel the teacher?

5. When a student is having difficulty mastering the material presented what advice you would give to teacher, parents, and student.

6. Experience evaluating teachers or other employee.

7. Give an experience disciplining a student or correcting an employee that turned that them around in behavior.

CHRISTIAN ACADEMY OF CARROLLTON

1703 Easter Day Road
Carrollton, KY 41008
(502)732-4734



CAC HEAD OF SCHOOL JOB DESCRIPTION

Personal Qualifications

1. Born-again believer with testimony of salvation by receiving Jesus Christ as personal Savior and Lord.
2. Active member of a Bible believing local church.
3. Public and private life that demonstrates Biblical qualities of a Christian role model, at home, work, and in the community.
4. Practices principles of Christian growth including prayer, scripture memorization and study, witnessing, and discipleship.

Professional Qualifications

1. Has credentials to currently or potentially obtain Administrative certification.
2. Bachelor's degree in appropriate fields from recognized college or university. Master's degree in education field or pursuit of that degree within a reasonable time frame.
3. Kind and amount of prior job experience and training as required by Board of Directors.
4. Supports and endorses CACs policies and Christian Philosophy of Education.
5. If applicable, meets requirements for continuing education as directed by Board of Directors.

Reports To

CAC School Board

Supervises

Administration, faculty, staff, and students

Job Goals

1. To support the mission, philosophy, and educational objectives, and policies adopted by CAC School Board.
2. To assist parents in training young people to know and love Jesus Christ, to follow Him in life, and to become positive, productive members of the coming generation.
3. To prayerfully assist teachers in teaching the subject matter and skills that will contribute to the student's development in the maturing process toward responsible adulthood.
4. To conduct oneself in an ethical and professional manner leading the school family by example.

PERFORMANCE RESPONSIBILITIES

Spiritual Characteristics

1. Encourages students to accept Christ as Savior and to grow in faith and knowledge of Him.
2. Recognizes the role of parents as primarily responsible before God for their child's education and spiritual training; and the school's role to assist them in the task.
3. Leads in the spiritual development of the faculty and staff and encouraging the ministry of Christ through their lives.

Evaluation

Performance of this job will be evaluated by the CAC School Board in accordance with the provision of the Board's policy on supervision of professional personnel.

Requirements

Professional Qualities

1. Implements the policies and procedures of the academy on a consistent basis.
2. Responds to the Board and its policies with a positive attitude and support.
3. Follows the chain of command / organizational flowchart.
4. Follows the Matthew 18 Principle in dealing with students, parents, Administration and staff; also demonstrating love and respect by exercising confidentiality.

5. Interacts independently with the School Board for advice, assistance, and support.
6. Demonstrates adaptability and flexibility in making adjustments to the school program and administrative responsibilities.
7. Accepts appropriate positive constructive criticism from the evaluation process and makes effort for change through a self-improvement plan.
8. Maintains high levels of ethics, professionalism, and integrity in the performance of each relationship involved in the life of the academy.
9. Attends such conventions and conferences as are necessary to keep abreast of the latest educational trends.
10. Participates in professional growth and development through active participation in professional associations.

Board Interaction

1. Attends and participates in all regular and special meetings of the Board, except when own employment or salary is under consideration, and makes recommendations of any nature affecting the academy.
2. Reports to the Board such matters as deemed material to the understanding and proper management of the academy or as the Board may request.
3. Defines educational needs and formulates policies and plans for recommendation to the Board.
4. Is responsible for making annual recommendations to the Board concerning the budget, salaries, fringe benefits, tuition, etc.
5. Develops with the Board supervision of all school policy manuals for staff, parents, and students.
6. Carries out and manages policies of the School Board.
7. Assists the School Board in long range and strategic planning.
8. Promotes leadership in school improvement efforts through the development and articulation of a common vision of improvement.
9. Files or maintains all reports required by the Board and the school.
10. Maintains an awareness of changes in all legal matters as may pertain to Christian schools, especially city, county, state and federal.
11. Develops yearly calendars and maintains an efficient schedule of all school functions.

Faculty/Instructional Supervision:

1. Directs the daily operation of the school through supervision of faculty and staff, coordination of activities and setting the tone for a quality education program.
2. Guides the instructional program by assuring development of curriculum guide(s) that are consistent with the educational philosophy and objectives of the school.
3. Ensures that teachers meet minimum curriculum progress as established in curriculum guides.
4. Encourages the principles of Biblical integration to each subject area in the instructional program.
5. Assists teachers in logically sequencing learning activities and maximizing time on task.
6. Ensures the development of a program of study that meets the individual needs, development level, and abilities of the students within reasonable expectations.

Administration of Staff:

1. Assists principals in supervision of staff, improvement of instruction, selection and development of curriculum, and Administration of discipline procedures as appropriate.
2. Supervises faculty evaluation and standardized testing information for the improvement of performance.
3. Facilitates the planning and application of emerging technologies in the classroom.
4. Establishes clear lines of authority, assigns personnel, and develops job descriptions.
5. Holds regular meetings including faculty and staff.
6. Oversees and participates in the staff devotional program.
7. Provides for administrative, faculty, and staff development, retreats, etc.
8. Resolves problems in coordination with faculty and staff.
9. Disseminates ideas and information to other professionals.
10. Recognizes exemplary performance of teachers and staff.

Personnel Management:

1. Works in recruiting and making recommendations to the Board for the selection of personnel for the academy.
2. Makes and records assignments and transfers of all employees in keeping with their qualifications.
3. Employs such personnel as may be necessary, within the limits of budgetary provisions and subject to the School Board's approval.
4. Suspends any employee for just cause, and reports with documentation such suspension to the School Board at the next meeting thereafter for final action.

5. Recommends to the School Board for final action the promotion, salary changes, demotion, or dismissal of any employee.
6. Summons employees of the school to attend such orientations, in-service, faculty and staff training, and other meetings necessary to carry out the educational program of the academy.
7. Interprets for the faculty and staff all School Board policies and all federal and state laws relevant to Christian education.
8. Is responsible for the morale of all employees through promotion of sincerity and genuineness in Administration and a mentoring system for new employees.
9. Promotes professional growth and development through encouraging participation in professional associations.
10. Implements all policies and procedures.

Student Evaluation/Relations

1. Supervises the process of teacher evaluation of student work insuring accurate, efficient recording of grades, and student work returned on a timely basis.
2. Directs teachers to communicate consistently with parents on the progress and needs of their children and insures assistance outside of class for students with special needs.
3. Responds to students, listens, and is available and approachable.
4. Student Relations and Services:
 - a. Promotes positive student conduct and supervises implementation of the school discipline program.
 - b. Maintains an atmosphere where students develop a Biblical sense of self-worth.
5. Establishes and implements procedures for the admission of students. Makes the final in-school decision on admission or non-admission of students.

Parents' Ministry/Relations

1. Ensures that the priority of the school mission and philosophy remains Christ-centered and that the focus of school activities is an extension of the Christian home and church.
2. Represents the School Board as liaison between the academy and the parents.
3. Consults with parents as requested for problem resolution and provides leadership in parents education, parent communications, and parent prayer activities.
4. Coordinate activities of Parent-Teacher Fellowship and encourages parents' volunteer programs.
5. Facilitates an active parent/teacher conference program in the life of the school.

Business Management

1. Supervises a broad range of school operations (e.g. attendance, accounting, payroll, accounts receivable, petty cash, purchases, financial audit.)
2. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the School Board.
3. Coordinates the distribution of faculty contracts and the clear communication of salaries, stipends, and benefits.
4. Is responsible for expediting the maintenance of permanent records of all school business and activities.

Development/Public Relations Responsibilities

1. Articulates the school mission and philosophy to all constituencies of the school.
2. Coordinates Development Committee in the development and implementation of projects and programs in order to build relationships and gain rational support.
3. Organizes and delegates to committees all major fund-raising in annual and capital campaigns.
4. Seeks corporate, foundation, and individual giving.
5. Research endowments and planned giving.
6. Oversee data base management for donor follow-up and reports.
7. Coordinates the public relations programs of the school including development of brochures, media releases, advertising, etc.
8. Organizes effective communications and public relations with alumni, community leaders, and area pastors and their churches.
9. Health and physical ability to perform the job description and duties.

Professional Qualifications

1. Has credentials to currently or potentially obtain ACSI Administrative certification.
2. Bachelor's degree in appropriate fields from recognized college or university. Master's degree in education field or pursuit of that degree within a reasonable time frame.
3. Kind and amount of prior job experience and training as required by Board of Directors.
4. Supports and endorses CAC's policies and Christian Philosophy of Education.
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