

Christian Academy of Carrollton

1703 Easterday Road, Carrollton, KY 41008
Ph: (502) 732-4734 - Fax: (502) 732-4732
christianacademycarrollton@gmail.com
www.christianacademyofcarrollton.org



TEACHER APPLICATION

Date of application: _____

Name _____ Phone _____

Present Address _____ City _____ State _____ Zip _____

Permanent Address _____ City _____ State _____ Zip _____

Email Address _____

Earliest date available for employment _____

Position applying for

___ Elementary ___ Middle School ___ High School ___ Specific Grade _____

___ Full Time ___ Part Time ___ MS/HS Subjects _____

Personal Information

Date of birth _____ Place of Birth _____ 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? _____

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? _____

If married, will your wife/husband give sympathetic support to CAC standards? _____

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 _____

Copy of transcripts of all completed college or university course work are required and should accompany the application. If course work is not completed, submit as soon as completed.

Teaching Experience

<u>School Name:</u>	<u>Location:</u>	<u>Position:</u>	<u>Grade/Subject :</u>	<u>Dates:</u>
_____	_____	_____	_____	____/____
_____	_____	_____	_____	____/____
_____	_____	_____	_____	____/____
_____	_____	_____	_____	____/____
_____	_____	_____	_____	____/____

View on Christian Schools

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

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>	<u>Subject/Grade</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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: _____

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

As an teacher 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.

As a teacher at CAC, what would be the basis on which you require obedience, respect, and cooperation?

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. One a student is having difficulty mastering the material presented. Advice you would give to teacher, parents, and student.

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Friend Reference Form

Name of Friend to Applicant _____ Date _____

Name of Applicant _____

PLEASE USE THIS SCALE TO COMPLETE THE FOLLOWING:

1=Excellent 2=Good 3=Satisfactory 4=Needs Improvement 5=Unsatisfactory N/O=Not Observable

- ___ 1. Has a pleasant, forceful personality that inspires friendliness and confidence in others
- ___ 2. Projects an image of wholesomeness in appearance and attitude
- ___ 3. Use of the English language favorably reflects educational background
- ___ 4. Adapts to changes and emergencies
- ___ 5. Evidences a meaningful relationship with Jesus Christ as Lord and Savior
- ___ 6. Maintains a high standard of conduct and integrity
- ___ 7. Is emotionally controlled in trying circumstances
- ___ 8. Has a pleasant sense of humor
- ___ 9. Is forceful, but not dogmatic, in decision making
- ___ 10. Is perceptive in evaluating own strengths and weaknesses
- ___ 11. Complies with decisions of those in authority

Please answer the following (if more space is needed, use reverse side)

What are some of the qualities and actions of the applicant which show spiritual maturity?

What qualities show an ability to work in a Christian School setting?

How long have you known this individual? _____

Sign/Print Name _____ / _____ Date _____

Address _____ Your Phone # _____

USE REVERSE SIDE FOR COMMENTS → → →

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Pastoral Reference Form

Name of Applicant _____ Date _____

Position Desired _____

What are some of the qualities and actions of the applicant which show spiritual maturity?

What are some positive qualities about the applicant making them a good fit to work in a Christian school?

Please describe the person's habits regarding church attendance and participation in local church programs.

What qualities about the applicant would make you desire to have him/her work in your church if an appropriate position became available?

Has this individual professed a saving knowledge of Jesus Christ as his/her personal Lord and Savior? _____

When? _____ When was he/she baptized? _____ When did he/she become a member of your church? _____

How long have you known this individual?

Sign/Print Name _____ / _____ Date _____

Address _____ Your Phone # _____

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Co-worker Reference Form

Name of Applicant _____ Date _____

Position Desired _____

What are some of the qualities and actions of the applicant which show spiritual maturity?

What are some positive qualities about the applicant making them a good fit to work in a Christian school?

Please rate the following work habits you have observed in this applicant. Circle most appropriate rating:

- | | | | |
|-----------------|-----------|-----------------------|-----------|
| 1. Promptness | 5 4 3 2 1 | 8. Reliability | 5 4 3 2 1 |
| 2. Attitude | 5 4 3 2 1 | 9. Teamwork | 5 4 3 2 1 |
| 3. Behavior | 5 4 3 2 1 | 10. Independence | 5 4 3 2 1 |
| 4. Dedication | 5 4 3 2 1 | 11. Leadership | 5 4 3 2 1 |
| 5. Friendliness | 5 4 3 2 1 | 12. Communication | 5 4 3 2 1 |
| 6. Honesty | 5 4 3 2 1 | 13. Critical Thinking | 5 4 3 2 1 |
| 7. Confidence | 5 4 3 2 1 | 14. Enthusiasm | 5 4 3 2 1 |

How long have you known this individual? _____

Is this person organized? _____

Does this person work well with others? _____

Please name a time when this person solved a problem in the company or position she/he held with the company:

Was this person appreciated and liked by her/his immediate supervisor? _____

Was this person appreciated and liked by her/his co-workers? _____

Did this person complete the tasks they were assigned?

___ Always ___ Usually ___ 50% of the time ___ Struggled ___ Never

Are you aware of something this person did that got them in trouble with their employer? _____

Would you recommend this person to work in administration at Christian Academy of Carrollton _____ If yes, why?

Anything else you would like us to know about this person?

Sign/Print Name _____ / _____ Date _____

Address _____ Your Phone # _____

USE REVERSE SIDE FOR COMMENTS → → →

CHRISTIAN ACADEMY OF CARROLLTON



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

CAC TEACHER JOB DESCRIPTION

GENERAL DESCRIPTION

- Goal: The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
- Overview: The teacher shall be a born-again college graduate (exceptions can be made by the administrator), who feels called of God to this position. Other qualifications may be added by the Board as deemed appropriate.
- Contracted by: School board upon recommendation of the administrator for one year.
- Responsible to: Administrator.
- Supervises: May supervise student teachers, aides, and volunteers.
- Evaluation: Teacher performance will be evaluated in accordance with provisions of the Board's policy on evaluation of professional personnel and this job description. Details are found in the Employee Handbook.

REQUIRED PERSONAL QUALITIES

The teacher shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. Be a Christian role model in attitude, speech, and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
5. Be a member in good standing at a local, evangelical church that has a Statement of Faith in agreement with the school's Statement of Faith.
6. Show by example the importance of Scripture study, prayer, witnessing, and unity in the Body of Christ.
7. Have the spiritual maturity, academic ability, and personal leadership qualities to ***"train up a child in the way he should go..."***
8. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
9. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
10. Meet everyday stress with emotional stability, objectivity, and optimism.
11. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
12. Use acceptable English in written and oral communication. Speak with clear articulation.
13. Respectfully submit and be loyal to constituted authority.
14. Shall notify the administration of any policy he/she is unable to support.
15. Refuse to use or circulate confidential information inappropriately.
16. Place his/her teaching ministry ahead of other jobs or volunteer activities.
17. Try to appreciate and understand the uniqueness of the community.

JOB RESPONSIBILITIES – essential functions

1. Arrive to the campus no later than 7:30 and 7:25 when responsible for morning duties.
2. Stay on campus until 3:30 unless given permission by the administrator to leave early.
3. Perform extra duties as described in the handbook or by the administrator.
4. Attend all teacher orientation sessions, teacher meetings, and professional development meetings.
5. Be on campus for all scheduled parent/teacher meetings.
6. Complete lesson plans for the entire week of school prior to arriving to school on the first school day of the week.
7. Have an up-to-date substitute folder on their desk.
8. Decorate classroom bulletin boards with exciting themes. Changing the complete boards every 2 months.
9. Daily documenting the days schedule on the left side of their chalk/white board.
10. Providing sufficient bathroom time for students and monitoring such time to assure that students are properly behaving.
11. Providing a proper amount of homework, quizzes, tests, projects, etc. for the age group they are assigned to.
12. Grading homework, quizzes, tests, and projects by a reasonable amount of time and recording the grade. (Guideline: homework, quizzes, 24 hrs., tests, 48 hours, project, 72 hours. Students should have access to the these according to this guide.)
13. Reflect the purpose of the school which is to honor Christ in every class and in every activity.
14. Motivate students to accept God's gift of salvation and help them grow in their faith through their witness and Christian role modeling.
15. Lead students to a realization of their self-worth in Christ.
16. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
17. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
18. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
19. Keep proper discipline in the classroom and on the school premises for a good learning environment.
20. Maintain a clean, attractive, well-ordered classroom.
21. Plan broadly using semester and quarterly plans and objectives, and more currently through the use of Lesson Plans on Sycamore Management Software.
22. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
23. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
24. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
25. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
26. Use homework effectively for drill, review, enrichment, or project work.
27. Assess the learning of students on a regular basis and provide progress reports as required.
28. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
29. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
30. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.

31. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
32. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
33. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
34. Attend and participate in scheduled devotionals, teacher meetings, in-service, retreats, committee, faculty, and Parent Teacher meetings.
35. Know the procedures for dealing with issues of an emergency nature.
36. Inform the administration in a timely manner if unable to fulfill any duty assigned.
37. Prepare adequate information and materials for a substitute teacher.

JOB DESCRIPTION - Supplemental Functions

The teacher shall:

1. Supervise extracurricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extracurricular activities when possible.
5. Perform any other duties that may be assigned by the administration.

Teacher's Signature

Last date review