

Middletown Christian School

Employment Application

Your interest in Middletown Christian School is appreciated. We invite you to fill out this initial application and return it to our school office. We may also contact your references. If we have continued interest in your candidacy, we will send you some follow up questions and arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models. Luke 6:40.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Applicant's Name and Address

Full Name: _____

Application Date: _____ Date Available: _____

Address: _____

Phone (Cell): _____ (Home): _____

Best time to call: _____

Email: _____

Position Desired: Teacher Aide Substitute Administrator Other

Please indicate 1st and 2nd choice in the parenthesis and to the right, indicate the grade or subject in order of preference.

() Elementary/lower (K-2) _____

() Elementary/upper (3-5) _____

() Junior High (6-8) _____

() High School (9-12) _____

Full Time

Part Time

Special Abilities: Please list special abilities or interests which you would be willing to teach or lead. (Please indicate grade or ability levels) _____

Christian Background

*(ON A SEPARATE SHEET)

*How Long have you been a Christian and briefly give us your own Christian testimony.

*Explain briefly how you would answer the question: "What is the Gospel?"

*What books have had the greatest impact on your walk with God and who are some of your spiritual heroes?

What is your church affiliation? _____

Are you presently a member in good standing? _____ Years? _____

What church activities are you involved in? _____

Professional Qualifications

Formal Training: What degree(s) do you hold?

<u>Degree</u>	<u>Date Received</u>	<u>Issuing Institution</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Major(s): _____

Minor(s): _____

Teaching Experience: Please list your teaching experience (most recent first):

<u>School Name</u>	<u>Grade/Subject(s)</u>	<u>Dates</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Teaching Credentials: Do you have a State Teaching Credential? Yes No ACSI? Yes No

What kind? _____ Expires _____

Endorsement(s): _____

If you do not hold a certificate, what requirements do you lack? (Please attach photocopies of any certificated held) _____

Have you had other courses or experiences giving specific training for Christian day schools? If so, please give details. _____

Personal Philosophy: (On a separate paper, please label and briefly answer the questions below.)

- Why do you wish to teach/work in a Christian school?
- What do you consider to be the proper classroom atmosphere for learning?
- What is your philosophy of discipline? Your attitude toward physical punishment?
- What areas do you feel are your strengths? Weaknesses?
- Please summarize any additional information that you would like to present regarding your candidacy for this position.

Employment History: Please start with your current or most recent employer and work backwards for the past 10 years. If necessary, you may make copies of this page or following the same format, use the reverse side.

1. Employer _____
Position _____ Dates _____
Address _____
Supervisor's Name/Phone _____
Reason for leaving _____
2. Employer _____
Position _____ Dates _____
Address _____
Supervisor's Name/Phone _____
Reason for leaving _____
3. Employer _____
Position _____ Dates _____
Address _____
Supervisor's Name/Phone _____
Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, what name(s)? _____

Have you already signed a contract for next year with any other institution? Yes No

References

Spiritual: Please give three references who are qualified to speak of your spiritual experience and Christian service, including your Pastor. (most recent first)

Name/Address	Phone	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

Professional: Please give three references who are qualified to speak of your professional training and experience. (most recent first)

Name/Address	Phone	Position

Applicant's Memo of Understanding: I understand that the Middletown Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability. I understand that this is only an application for employment and that no employment contract is being offered at this time. I certify that I have read and understand the Memo of Understanding.

Signature of Applicant _____ Date _____

Mission Statement

The purpose of Middletown Christian School is to provide a classical, Christ-centered education equipping students with a thorough biblical world view that captures their affections and enables them to discern, articulate, and live truth. They will be provided with the necessary tools to effectively pursue the vocation to which the Lord will lead. Our goal is to address the whole child; mind, body and spirit through a clear gospel message and attention to training in Christ-like character in a loving and supportive environment.

Statement of Faith

1. **We believe** the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (*II Timothy 3:15; II Peter 1:21*).
2. **We believe** there is one God, eternally existent in three persons---Father, Son and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
3. **We believe** in the deity of Christ (*John 10:33*); His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); His sinless life (*Hebrews 4:15; 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9*); His resurrection (*John 11:25; I Corinthians 15:4*); His ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11; Revelation 19:11*).
4. **We believe** in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only God's grace and through faith are we saved (*John 3:16-19; 5:24; Romans 3:23; 5:5-9; Ephesians 2:8-10; Titus 3:5*).
5. **We believe** in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (*John 5:28-29*).
6. **We believe** in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28*).
7. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18*).
8. **We believe** that God wonderfully and immutably created male and female to fulfill their God-given gender roles in His world and that all conduct with the attempt to adopt a gender other than one's birth gender is immoral and therefore sin. We believe that the biological gender of a person is not changeable by preference or individually perceived orientation. (Gen. 1:27; Deut. 22:5) We believe that marriage is between one man and one woman and that God has established marriage as a lifelong, exclusive relationship. All intimate sexual activity outside the marriage relationship, whether heterosexual, homosexual, bisexuality or otherwise is immoral and sinful. (Gen. 2:24-25; Ex. 20:14, 17, 22:19; Lev. 18: 22-23, 20:13-16; Matt. 19:4-6, 9; Rom. 1:18-31; 1 Cor. 6:9-10, 15-20; I Tim. 8-11; Jude 7)

We believe that God offers redemption and restoration and grace to all who confess and forsake their sin, seeking mercy and forgiveness through Jesus Christ. (Acts: 3:9-21; Rom. 10:9-10; I Cor. 6:9-11)

We believe that every person must be afforded compassion, love, kindness respect and dignity as an "image-bearer" of God. Hateful and harassing behavior are to be repudiated and are not in accord with Scripture.

Philosophy of Education

At the heart of the Christian's world view is the acknowledgment that God is the ultimate source of knowledge, reality and ethics. All that is, is derived from Him. He alone is the standard of all truth and the source of all knowledge. Our education is based, then, on the Lordship of Christ ("All authority has been given to Me in heaven and on earth." Mat. 28:18). Apart from Christ there is no education, and without Him knowledge is impossible. As Lord, His dominion is to be studied in all other subjects-- math, logic, science, the arts, etc. Otherwise, we have denied Him and the fundamental purpose of education.

Our specific and primary purpose will be to conduct an elementary/secondary school for the general education of our youth based on the integration of the Christian faith and the ethics revealed in the Holy Bible with the essentials of culture and in the arts and sciences.

Because God is a God of excellence and order, academic excellence will be a goal of this school. Although we will consider educational standards recognized by the State, our curriculum will not parallel that of the public schools as our program will encompass God's world view into all subjects studied. We will provide an Academic Kindergarten Program in which all children will receive instruction in God's word, phonics, arithmetic and writing, reading and spelling. As time and development of the child allows, we will also introduce science, health and social studies

In our program, emphasis will be placed upon the teaching of God's word, and the development of character and social growth as well as achievement and mastery of academic fundamentals. As resources allow, athletics and physical fitness programs will be provided.

There will be training in the fundamental knowledge of History as reflected in God's dealings with mankind since Creation, Patriotism and our Christian Heritage. A respect for those in authority, obedience to the laws and a love for God and country will be taught.

In the area of man and science, the theory of evolution will be taught as a theory. The Scriptural record of creation will be taught at all levels as a direct act of God and that He is the sustainer of the universe and of man.

Education should be a means to an end rather than an end in itself. To feed the minds and bodies of today's students, yet leave them spiritually illiterate, would produce adult citizens without Christian character and love for God. The Bible says: "For what is a man profited if he shall gain the whole world and lose his own soul? Or what shall a man give in exchange for his soul?" (Matthew 16:26)

Policy of Nondiscrimination: We have a Policy of Nondiscrimination in regard to race, color, nationality, or ethnic origin which admits students of any race to all rights, privileges, programs and activities made available to students at Middletown Christian School

Have you carefully read and are in agreement with our Mission Statement, Statement of Faith and Philosophy Statement? _____

Please Sign & Date

Do you have any questions, reservations, or need clarification about any of the above?

Middletown Christian School 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 believer who has demonstrated his or her ability to teach and lead students. Other qualifications may be added by the Board as deemed appropriate.
Contracted by:	School Board for one year.
Responsible to:	Administrator
Supervises:	Student teachers, aides, volunteers and students.
Scheduled hours:	Monday-Friday 7:30am – 3:30pm
Evaluation:	All staff will undergo evaluation in the fall while there is time for coaching that can lead to teaching improvements prior to a reemployment decision. The teacher job description shall serve as the primary basis for formal evaluation.
Chain of Command:	Teachers are under the direct authority of the school Administrator who follows the guidance of the School Board and ultimately the Church Elder Board. All areas of involvement with the school are to be handed primarily through the Administrator or lead teacher.

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 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
4. Be a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith. *(See attached Middletown Bible Church Statement of Faith)
5. Show by example the importance of Scripture study and memorization, prayer, witnessing and unity in the Body of Christ.
6. Be in whole-hearted agreement with the schools Statement of Faith and Christian philosophy of education.
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 in 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 circulate or discuss confidential information inappropriately.
16. Place his/her teaching ministry ahead of other jobs or volunteer activities.
17. Make an effort to appreciate and understand the uniqueness of the community.

Job Description – Essential Functions

The teacher shall

1. Reflect the purpose of the school which is to honor Christ in every class and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the Board and Administration in implementing all policies, procedures, and directives governing the operation of school.
5. Teach classes as assigned following prescribed scope and sequence.
6. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Keep proper discipline in the classroom and on the school premises for a good learning environment which will include posted classroom rules along with both positive incentives for compliance and negative consequences for violations.
8. Maintain a clean, attractive, well-ordered classroom including: preparation of classroom prior to the opening of school, daily cleaning and completion of a year-end cleaning. Any needed facility repairs should be reported to the administration promptly.
9. Plan broadly through the use of trimester plans and objectives and more currently through the use of a Lesson Plan Book.
10. 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.
11. Utilize valid teaching techniques such as Direct Teaching to achieve curriculum goals within the framework of the school's philosophy.
12. Employ a variety of instructional aids, manipulatives, methods and materials that will provide for creative teaching to reach the whole child: spiritually, mentally, physically, socially and emotionally.
13. Plan through approved channels the balanced classroom, use of field trips, guest speakers and other media.
14. Use homework effectively for drill, review, enrichment and project work.
15. Records and assessments will be completed to meet the demands for a comprehensive knowledge of each student's progress including the following: cumulative files, attendance records, progress reports at mid-term intervals and quarterly report cards with parent conferences as scheduled.
16. Keep students, parents and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
17. 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.
18. Develop and maintain rapport with students, parents and staff by treating others with friendliness, dignity and consideration.
19. Follow Matthew 18 principle in dealing with students, parents, staff & administration.
20. Seek counsel of the administrator, colleagues and parents while maintaining a teachable attitude.

21. Attend and participate in scheduled devotional, evening programs, in-service, conventions, committee and faculty.
22. Know the procedures for dealing with issues of an emergency nature.
23. Inform the administration in a timely manner if unable to fulfill and duty assigned. Prepare adequate information and materials for a substitute teacher.
24. Supervision of students before and/or after school will be conducted as directed by the Administrator.
25. Prepare a weekly news flash to parents about coming classroom events, birthdays, class successes, etc.
26. Use directed lessons and appropriate manipulatives when introducing new concepts.
27. Make use of student monitors as a means to build responsibilities and character in the students.