

Crossroads Christian Academy

Teacher Application

Name: _____ Birthday: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell/Business: _____

I. Education Background:

Please attach photocopies of all your college transcripts. Should you be offered a position, official copies will be required to be submitted in your personnel file.

Name of High School: _____ Location: _____

College, University or Professional School:

Name	Location	Dates Attended	Major/Minor	Degree/Date Received
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Please list any professional organization memberships, or other special mentoring, professional conference speaking and /or leadership experience.

II. Position Information:

Preference: Please indicate 1st, 2nd, 3rd choice in parentheses.

Preschool Kindergarten Elementary Middle School High School

Grade or subject in order of preference:

1. _____ 2. _____ 3. _____

Special Abilities: Please list extra-curricular activities or sports which you experience of and be willing to teach, sponsor or advise. (Indicate grade or ability level.)

III. Teaching and Professional Experience: Sequentially list your teaching experience with most recent first.

Place	Grades/Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Number of years teaching experience: Christian _____ Public _____ Homeschooling _____

Please list curriculum publishers you have used in your teaching: _____

Reason for leaving your most recent position: _____

IV. Christian Background:

Briefly describe your salvation experience and current spiritual walk.

Do you believe the Bible to be the ONLY inspired and infallible Work of God, our final authority in all matter of faith, conduct and truth?

YES _____ NO _____ Signature: _____

Please carefully read our Statement of Faith (page 8) and indicate below your level of support.

_____ I fully support the Statement as written without mental reservations.

I support the Statement except for the area(s) listed and explained below.

Signature: _____

Name and address of church you attend: _____

Are you a member? Yes _____ No _____ Number of years? _____

Pastor's Name: _____

What church activities and/or service are you involved in and with what degree of regularity?

V. Philosophy: On separate paper, please label and answer, in one or two paragraphs, each of the questions below.

1. How has your faith affected your life and teaching?
2. What is your philosophy of Christian education? What do you see as the essential elements of education?
3. Why do you want to teach? Specifically, why at CCA?
4. What do you see as your strengths as a teacher? What are the areas that you want to see developed during your next teaching experience?
5. Please describe methods of effective communication that you have used with parents.
6. What do you consider to be the proper classroom atmosphere for learning?
7. One of the most important characteristics of a teacher is his/her "teachability". Would you describe yourself as a teachable person? Explain.
8. What is the most important thing that you would want your students to take with them after having you as a teacher for one year?
9. After reading the teacher's job description, what comments or concerns do you have? Is there anything else that you would like to share about, your desire to teach, your gifts, etc.?

VI. References:

You will need to sign the Applicant's Certification and Agreement form that is attached and return it with this application. Do not list family members or relatives as references.

Personal: Give three references who are qualified to speak of your spiritual experience and Christian service, and character.

<u>Name</u>	<u>Address</u>	<u>Phone#</u>	<u>Position</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Professional: Give three references who are qualified to speak of your professional experience.

<u>Name</u>	<u>Address</u>	<u>Phone#</u>	<u>Position</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

VII. APPLICATION’S CERTIFICATION AND AGREEMENT

I understand that Crossroads Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the date of release.

I authorize Crossroads Christian Academy to thoroughly investigate references, work records, evaluation, education and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports and other information related to my life and employment, without giving me prior notice of such disclosure.

I waive the right to ever personally view any references given to Crossroads Christian Academy.

Since I will be working with children, I understand that I must submit to a criminal records check by federal and state authorities. I authorize Crossroads Christian Academy to conduct a criminal records check.

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 carefully read and understand the above statements.

Signature of Applicant

Date

Crossroads Christian Academy

Teacher Job Description

Teaching is an honorable call from the Lord. CCA recognizes that teachers have a profound effect on a child's education. Due to the fact that teachers work with parents in the education of our students, it is vitally important to the success of our students that teachers and parents maintain a positive, ongoing interaction concerning student progress.

The following is a list of the essential responsibilities as a CCA teacher:

1. Maintain a close and growing relationship with the Lord. Pray for your students, families, and coworkers.
2. Plan effective lessons based on knowledge of your student's needs and the scope and sequence of the material for which you are responsible.
3. Arrive promptly (7:45 am) each school day, and depart at 2:00 (elementary grades) and 2:30 (middle and high school). Keep absences, late arrivals, and early departures to a minimum. The classroom teacher is much more effective than a substitute.
4. Develop and maintain a workable method of communicating lesson plans with parents, based on a weekly calendar-style schedule. Give a copy of your lesson plans to the administrator to have on file in the office.
5. Thoughtfully develop a plan of discipline within the guidelines of the family handbook. Post and follow this plan carefully. Be aware of and enforce dress codes, respect policies, etc.
6. See the curriculum manual as an essential guide, but not a taskmaster. Look for ways to address visual, auditory, and kinesthetic learners, and for ways to involve parents.
7. Keep accurate records of attendance, assignments, and evaluations. Complete and distribute report cards every quarter.
8. Oversee the responsible use of the school property, insisting that students treat school property with respect and assist on keeping the area clean.
9. Be a "team player". Be aware of how your class is affecting the entire school. Use your strengths as an edification of staff and students.
10. Attend teachers' meetings, conferences, and programs as scheduled.

Crossroads Christian Academy

Basis for Employment

Crossroads Christian Academy seeks to hire Christian, caring, qualified individuals for positions in the educational program. Administrators and teachers should have a college degree and experience in preparing lesson plans and providing leadership in a classroom setting. Because CCA is a private, homeschool satellite program, state certification is not required. However, CCA encourages professional growth of all staff members through continued education, seminars, and other training opportunities. Each staff member must agree to support the basic doctrines found within the CCA statement of faith.

Employment Benefits

Crossroads Christian Academy provides the following employment benefits:

1. Accident Insurance: Teachers are covered through a TANAS sponsored accident insurance policy. Employees are covered while working on the school grounds or during a school-sponsored event.
2. Liability Insurance: Teachers receive liability insurance coverage.
3. Sick Leave/Personal Days: Teachers are asked to place a high priority on fulfilling all teaching duties. However, CCA will provide two (2) paid sick days per school year for emergency situations. The school will also provide two personal days per school year if requested well in advance.

Crossroads Christian Academy

Philosophy of Education

Crossroads Christian Academy is devoted to assisting families in developing their relationship to Jesus Christ. It is God's plan for parents to be ultimately responsible for the education and development of their children (Deut. 6:6-9; Eph. 6:4). Christian education includes the students, the parents, and the Christian community. CCA is designed to serve as an extension of the home by assisting parents with the moral and spiritual training of children as they are mastering academic skills and concepts. The staff provides leadership in establishing learning experiences to help each student become a maturing Christian, as well as a responsible and productive member of society.

CCA takes a refreshingly unique approach to education, yet one that is well supported through research. Our school stresses the *partnership* between the parent and the classroom teacher. The U.S. Department of Education declared in its publication, *What Works: Research about Teaching and Learning* (1986), that **"Parents are their children's first and most influential teachers."** In recognition of this truth, CCA seeks to provide a structured program of lesson plans and learning activities that will enrich what the parent is striving to accomplish in the home. The classroom teacher provides academic and educational knowledge and a zest for learning and growing in Christ, and the parent provides loving insight and intuitiveness about his or her own child. It is truly the best of both worlds.

Academic Policy

Crossroads Christian Academy is a member of the Tennessee Association of Non-Public Academic Schools (TANAS), and is classified as a Home School Satellite program. As such, CCA networks with families to provide core curriculum studies including math, science, social studies, reading, and language arts. On the two home study days, parents reinforce the 3-day classroom concepts, teaching and re-teaching as needed. As members of TANAS, CCA is also allowed to register and test homeschool students.

CCA interviews each family and child coming into the school. This interview involves explaining the purposes and policies of the school, as well as talking with the family about their needs and goals. Records from previous schools are obtained and evaluated.

CCA seeks to offer a challenging, yet well balanced educational program for each child. Our school provides an academic core for the child's learning. The parent rounds out the curriculum with selected studies in Bible, art, music, computer, foreign language, sports, etc. The entire program should be considered when planning for assignments.

All aspects of the CCA program exist to support the main goals of the school: Developing character qualities that exemplify Jesus Christ; striving for academic excellence, and serving others within the classroom, school and community.

Crossroads Christian Academy

Statement of Faith

Crossroads Christian Academy's policies and operations are based upon the following Statement of Faith:

1. **We believe** the Bible to be the 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 23:19; 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; Hebrews 7:26)
 - His miracles (John 2:11)
 - His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9)
 - His resurrection (John 11:25; 1 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 by God's grace and through faith alone are we saved and are kept by the power of God unto eternal salvation (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; 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; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18).
8. **We believe** that teaching and learning should be accomplished through the cooperative effort of parents and teachers. (Proverbs 22:6; Deuteronomy 6:4-9)
9. **We believe** in the biblical definition of marriage as a covenant relationship between one man and one woman. (Genesis 2:24)

Though CCA represents a number of denominations, we stress that each staff member and family entering the school must agree to support the basic doctrines found within the statement of faith above. All spiritual and academic instruction and issues of conduct and relationships are approached from this Christian worldview. Individual families and churches should address specific denominational issues beyond these tenants.