

**FIRST ASSEMBLY CHRISTIAN SCHOOL  
FACULTY/STAFF PACKET**

Dear applicant,

Thank you for your interest in teaching at First Assembly Christian School, or for one of our staff positions. This faculty/staff packet includes all that you will need to apply for a position at FACS.

If this application seems long, please understand that we take the position of a teacher or staff person very seriously. The education and safety of our children are of the utmost importance to us.

Once you have filled out the application and other forms enclosed, please return them as soon as possible. An interview for open positions will be scheduled as soon as the application is reviewed.

Again, thank you for your interest in FACS and God Bless,

Bradley Strother, Principal  
First Assembly Christian School

## PHILOSOPHY OF CHRISTIAN EDUCATION

The Christian school recognizes that the God-given responsibility for the education of children rests with the parents (Deuteronomy 6:6-9). The place of the Christian school is being an extension of the Christian family and should assist and complement the parents in that responsibility. Therefore, the purpose of the Christian school is to provide a school for Christian children or children of Christian parents.

The Bible is the foundation for the education of our children. From the Scriptures we understand that God desires certain principles, beliefs and values to be developed in our children. These include:

1. The view that all knowledge is to be interpreted from a Biblical perspective. All academic subjects are to be taught with an understanding of the absolute standards of truth that God has established.
2. Respect for authority (Romans 13:1; Hebrews 13:17). One's view of authority directly influences his concept of God.
3. The meaning of true success and how it is achieved (Joshua 1:8); Proverbs 22. The key is for each person to discover what God's will be for himself, and then to do it through developing the traits that are good and correcting those that are not.
4. The personal acceptance of Jesus Christ as Lord and Savior (John 3:3). Salvation is essential for success in any area of Christian education.
5. Respect for the rights of others (Luke 6:31). Following the Golden Rule helps improve relationships.
6. Personal integrity (Psalms 1:1, 2; Ephesians 4:29). Honesty and truth are to be upheld at all times.
7. Productivity and the desire to always do one's best (Ecclesiastes 9:10; II Timothy 2:15). A healthy work ethic has application in so many areas of life.
8. Personal conviction and Christian witness (James 4:17; Matthew 5:16; 28:19, 20). Being willing to take a stand for the cause of right and declare the Gospel of Jesus Christ in word and deed is much needed in today's world.

9. Holding to the traditional family structure (Genesis 2:24). God's plan for the family is still one man and one woman for one lifetime.
10. Moral purity (1 Corinthians 3:16, 17; 16:19, 20). Since our bodies belong to God, we must refrain from any act that would defile or degrade them, and maintain personal health and hygiene in order to strengthen them.
11. Patriotism (Romans 13:6-8). Love and respect for America and those who have sacrificed to preserve our freedom is the duty of each one who lives in a nation so blessed of God. This attitude coupled with prayer for our country (II Chronicles 7:14) is vital to keeping our nation strong.

It is, therefore, the goal of the Christian school to teach and support these principles, beliefs and values in our role as an extension of the Christian family in the process of education our children.

## **FIRST ASSEMBLY CHRISTIAN SCHOOL**

### **CHRISTIAN 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 born-again, college graduate, certified or certifiable, who feels called of God to the teaching profession.
Contracted by:	The Principal, upon recommendation of the administrator, for one year.
Responsible to:	Principal
Supervises:	Aides, volunteers, and students.
Evaluation:	Teacher performance will be evaluated in accordance with provisions of the school policy. Details are found in the Staff Employment 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 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 church which has a Statement of Faith in agreement with the school's 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 school's 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/she should go."

### **ADDITIONAL PERSONAL QUALITIES**

#### **The Teacher shall:**

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
5. Use acceptable English in written, oral and electronic communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. 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 by encouraging them to succeed in everything they do.
4. Cooperate with the administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Teach classes as assigned following prescribed scope and sequence as scheduled by the Principal.
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 successful learning environment.
8. Maintain a clean, attractive, well-ordered classroom.
9. Plan broadly through the use of semester and quarterly 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 to achieve curriculum goals within the framework of the schools philosophy.

12. 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.
13. Plan through approved channels the balanced classroom use of field trips, guest speakers, and multi- media.
14. Use homework effectively for drill, review, enrichment or project work.
15. Assess the learning of students on a regular basis and provide progress reports as required to both parents and administration through email.
16. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
17. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
18. 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.
19. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
20. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
21. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
22. Attend and participate in scheduled devotional, inservice, retreats, committee, faculty, and Parent Teacher Meetings.
23. Know the procedures for dealing with issues of an emergency nature.

24. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher

### **INITIAL TEACHER APPLICATION**

Your interest in First Assembly Christian School is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which it appears you may qualify, we will request that you have your placement file forwarded to our 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 of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_

Best time to call you? \_\_\_\_\_ Social Security No. \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent Address and Phone number if different than present address.

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Do you use tobacco or drink alcoholic beverages? ( ) Yes ( ) No

If Yes, explain: \_\_\_\_\_

\_\_\_\_\_

Have you at any time ever:

• Been arrested for any reason?  Yes  No• Been convicted of, or pleaded guilty or no contest to, any crime?  Yes  No• Engaged in, or been accused of, any child molestation, exploitation, or abuse?   
Yes  No

Are you aware of:

• Having any traits or tendencies that could pose any threat to children, youth, or  
others? Yes  No • Any reason why you should not work with children, youth, or others? Yes  No 

If the answer to any of these questions is "yes," please explain in detail:

**A. POSITION DESIRED**

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grade or subject in order of preference

( ) Kindergarten \_\_\_\_\_

( ) Elementary \_\_\_\_\_

( ) Junior High \_\_\_\_\_

( ) High School \_\_\_\_\_

\_\_\_\_ Full Time \_\_\_\_ Part Time \_\_\_\_ Substitute

How did you learn about the position for which you are applying?

\_\_\_\_\_

\_\_\_\_\_

Please list activities or sports which you would be capable of and be willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Future  
Plans

What would you like to be doing in five years from now? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**B. CHRISTIAN BACKGROUND**

**\*In your own handwriting on separate paper briefly give your Christian testimony.**

Bible

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

\_\_\_\_ Yes \_\_\_\_ No

\_\_\_\_\_

Signature

Please carefully read our Statement of Faith and indicate below your degree of support.

\_\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_\_\_  
Signature

\_\_\_\_ I support the Statement except for the area (s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

\_\_\_\_\_  
Signature

Church Service

Denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you presently a member in good standing? \_\_\_\_ Years? \_\_\_\_

In what church activities are you involved and with what degree regularity? \_\_\_\_\_  
\_\_\_\_\_

What other Christian service have you done since becoming a Christian? \_\_\_\_\_  
\_\_\_\_\_

What is your attitude toward working with those of other races and those of other denominational beliefs? \_\_\_\_\_  
\_\_\_\_\_

Are you capable of teaching a Bible class? \_\_\_\_ If Yes, what would be your subject preferences? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To what extent should a Christian schoolteacher become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

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Devotional Describe your routine of personal Bible study and prayer life.

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What books have you read recently that has helped you spiritually?

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**C. PROFESSIONAL QUALIFICATIONS**

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

Formal Training

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major (s)

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Your Minor (s)

\_\_\_\_\_

Cumulative grade point average BA\_\_\_\_\_ Graduate work \_\_\_\_\_

Teaching Experience Sequentially list your teaching experience with most recent first.

Experience	School's Name	Grades or Subjects	Dates
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To what degree are you familiar with various Christian or secular curriculums (i.e., ACE, Abeka, Bob Jones, Saxon Math, Open Court Reading, Shirley English, etc.?)

\_\_\_\_\_

\_\_\_\_\_

Curriculum Preferences? \_\_\_\_\_

\_\_\_\_\_

List any other educational advantages that you have had including opportunities for travel. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any books or articles that you have read recently that have helped you to grow professionally. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Teaching  
Credentials

Do you have an ACSI Teaching Certificate? \_\_\_\_\_

What Level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_  
years.

Endorsement(s) List semester hours in endorsement area (s).

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If you do not hold a certificate, what requirements do you lack?

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- **Please attach photocopies of any certificates held>**

**D. EMPLOYMENT HISTORY**

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

Work Back-  
Ground

1. Employer: \_\_\_\_\_  
 Position: \_\_\_\_\_ Date of Employment \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor's Name and Phone Number \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 \_\_\_\_\_

2. Employer: \_\_\_\_\_  
 Position: \_\_\_\_\_ Date of Employment \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor's Name and Phone Number \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 \_\_\_\_\_

3. Employer: \_\_\_\_\_  
 Position: \_\_\_\_\_ Date of Employment \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Supervisor's Name and Phone Number \_\_\_\_\_  
 Reason for Leaving \_\_\_\_\_  
 \_\_\_\_\_

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

**E. PERSONAL REFERENCES**

You will need to sign the Reference Release Form that is attached and return it with this application. Do not list family members or relatives for references.

Reference Give three references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

Name	Complete Address	Phone	Position
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1. \_\_\_\_\_  
 \_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Give three references that are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

Name	Complete Address	Phone	Position	School
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1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

**F. APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that First Assembly 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 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 day of release.

I authorize First Assembly Christian School to thoroughly investigate references, work records, evaluations, 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.

In addition, I hereby release the First Assembly Christian School, my former employers, references, and all other parties from all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to First Assembly Christian School.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation. I authorize First Assembly Christian School to conduct a criminal record 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 do understand the above statements.

**Authorization To Release Reference Information**

I have made application for a position as a \_\_\_\_\_ with **First Assembly Christian School**. I have authorized the school to thoroughly investigate references, work records, evaluations, 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 review, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release **First Assembly Christian School**, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view and references given to FACS.

I certify that I have carefully read and do understand the above statements.

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Social Security Number

\_\_\_\_\_  
Date