

Dear Applicant,

Your interest in Hernando Christian Academy is appreciated. We invite you to fill out this teacher application and return it to the school at your earliest convenience.

Hernando Christian Academy does not discriminate on the basis of race, color and national or ethnic origin.

We realize that the key to a successful Christian school is its faculty and 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 application and thank you for your interest in the ministry of our school of Building Leaders with Christian Character. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

In His Service,

Ken Alvarez  
Superintendent



# Teacher Application

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Application date \_\_\_\_\_

Date available \_\_\_\_\_

## **General Information**

Full name (Including maiden name if applicable) \_\_\_\_\_

Complete mailing address \_\_\_\_\_

Daytime phone # \_\_\_\_\_

Evening phone # \_\_\_\_\_

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

## **Preferred Placement**

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

- |     |             |     |                 |     |                  |     |                  |     |                  |
|-----|-------------|-----|-----------------|-----|------------------|-----|------------------|-----|------------------|
| ( ) | Preschool   | ( ) | K3              | ( ) | K4               |     |                  |     |                  |
| ( ) | Elementary  | ( ) | K5              | ( ) | 1 <sup>st</sup>  | ( ) | 2 <sup>nd</sup>  | ( ) | 3 <sup>rd</sup>  |
|     |             | ( ) | 4 <sup>th</sup> | ( ) | 5 <sup>th</sup>  |     |                  |     |                  |
| ( ) | Junior High | ( ) | 6 <sup>th</sup> | ( ) | 7 <sup>th</sup>  | ( ) | 8 <sup>th</sup>  |     |                  |
| ( ) | Senior High | ( ) | 9 <sup>th</sup> | ( ) | 10 <sup>th</sup> | ( ) | 11 <sup>th</sup> | ( ) | 12 <sup>th</sup> |

Please check all that apply below.

- ( ) Full time (7:15 a.m. - 3:30 p.m.)
- ( ) Part time (Please list hours available to work) \_\_\_\_\_
- ( ) Substitute teaching (Please list days and hours available) \_\_\_\_\_
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**Christian Background**

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 \_\_\_\_\_

Please carefully read the attached Statement of Faith and indicate below your degree of support

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

\_\_\_\_\_ I support the Statement except for the area(s) that I have listed and explained on a separate paper.

Do you have a denominational preference and if so, what is it? \_\_\_\_\_

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

Are you presently a member in good standing? \_\_\_\_\_ How long? \_\_\_\_\_

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

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

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What is your attitude toward working with those of other races and/or denominational beliefs?

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Briefly describe your routine of personal Bible study and prayer.

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

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## **Professional Qualifications**

Please attach copies of all your college transcripts. Should you be offered a position which requires ACSI certification, ACSI requires an official copy of your college transcripts as well as other information.

Please list all degree(s) earned and other pertinent information below.

Degree	Date received	Issuing Institution	Major/Minor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

List your teaching experience beginning with your most recent position first.

School's name	Grade(s) or subject(s)	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

\_\_\_\_\_

\_\_\_\_\_

Do you have an ACSI teaching certificate? \_\_\_\_\_

What level is it? \_\_\_\_\_ Expiration date: \_\_\_\_\_

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

What kind is it? \_\_\_\_\_ Expiration date: \_\_\_\_\_

Please attach photocopies of any current certificates that you hold.

## **Professional Qualifications** (continued)

List any conferences or seminars which you have led or been a participant.

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Describe how teacher evaluations have been helpful to you.

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## **Personal Philosophy**

Please answer in one or two paragraphs each of the following questions or statements regarding your personal philosophy on the subject.

- A. Describe your Christian testimony.
- B. Attach a brief summary of your personal philosophy of Christian education.
- C. Why do you wish to teach in a Christian school?
- D. What are the main characteristics that distinguish a Christian school from a public school?
- E. What do you consider to be the proper classroom atmosphere for learning?
- F. What is your philosophy of discipline including your attitude toward physical punishment?
- G. What do you believe about the origin of the earth and mankind?
- H. Please summarize any additional information that you would like to present regarding your candidacy for this position.

## **Employment History**

Have you ever worked under a different name for any employers and if so, what was the name?

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Have you already signed a contract for next year with any other institution?

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**Employment History** (continued)

Please start with your current or most recent employer and work backwards for the past ten years. If necessary make copies of this page for additional entries.

Employer \_\_\_\_\_ Address \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_  
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Employer \_\_\_\_\_ Address \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_  
\*\*\*\*\*

Employer \_\_\_\_\_ Address \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_  
\*\*\*\*\*

Employer \_\_\_\_\_ Address \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_  
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Employer \_\_\_\_\_ Address \_\_\_\_\_

Position \_\_\_\_\_ Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Reason for leaving \_\_\_\_\_

## **Personal References**

You will need to sign the **Authorization to Release Reference Information** below.

Using the enclosed spiritual and professional reference forms, submit at least three of each. List your current pastor as one of the spiritual references and your current or most recent principal or supervisor as one of your professional references. Do not list family members or relatives for references.

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### **Hernando Christian Academy Authorization to Release Reference Information**

I have made application for a position as a teacher with Hernando Christian Academy. 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 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 Hernando Christian Academy, 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 any references given to Hernando Christian Academy.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Social security number

## Spiritual Reference Form

Hernando Christian Academy has received a teaching application from \_\_\_\_\_ and would appreciate your opinion on the applicant's character, personality, and ability to fill this position. Attached is a signed Authorization form whereby the applicant releases you from liability if you provide this reference. Applicant has also agreed that we have the right to keep your reference confidential. Please return in the enclosed envelope. Thank you for your help.

Ken Alvarez  
Superintendent

How long have you know the applicant? \_\_\_\_\_

In what capacity? (e.g. Pastor, Teacher, Friend) \_\_\_\_\_

Has this applicant demonstrated a real commitment to Christian living both on and off campus? Would he/she be a good Christian role model for our students? Please briefly explain responses.

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Have you noted depth of convictions as demonstrated by honesty, fairness, respect for authority, diligence, compassion, tact, or other Christian virtues? Please briefly explain response.

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List main character and personality strengths.

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COMMENTS? [If you would prefer, you may call me collect. (352) 796-0616]

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Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Thanks for your help and cooperation!

## Professional Reference Form

Hernando Christian Academy has received a teaching application from \_\_\_\_\_ and would appreciate your opinion on the applicant's character, personality, and ability to fill this position. Attached is a signed Authorization form whereby the applicant releases you from liability if you provide this reference. Applicant has also agreed that we have the right to keep your reference confidential. Please return in the enclosed envelope. Thank you for your help.

Ken Alvarez  
Superintendent

How long have you know the applicant? \_\_\_\_\_

In what capacity? (e.g. Pastor, Teacher, Friend) \_\_\_\_\_

Has this applicant demonstrated a real commitment to Christian living both on and off campus? Would he/she be a good Christian role model for our students? Please briefly explain responses.

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Have you noted depth of convictions as demonstrated by honesty, fairness, respect for authority, diligence, compassion, tact, or other Christian virtues? Please briefly explain response.

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List main character and personality strengths.

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Please check the column that most closely applies:

1 - Outstanding; 2 - Above Average; 3 - Satisfactory; 4-Improvement Needed;  
5 - No Opportunity to Observe

TEACHER PERFORMANCE	1	2	3	4	5
A. Provides for biblical integration in subject areas	___	___	___	___	___
B. Is consistently thorough in lesson planning and in securing necessary materials	___	___	___	___	___
C. Uses a variety of teaching techniques and resources	___	___	___	___	___
D. Demonstrates a knowledge of subject matter	___	___	___	___	___
E. Understands and relates effectively to student needs/maturity	___	___	___	___	___
F. Exhibits ability to arouse interest and to stimulate intellectual growth	___	___	___	___	___

- G. Is fair, firm and consistent with students \_\_\_\_\_
- H. Maintains effective classroom control \_\_\_\_\_
- I. Develops appropriate relationships with students \_\_\_\_\_
- J. Maintains voice control in the classroom \_\_\_\_\_
- K. Provides a well-organized, attractive classroom \_\_\_\_\_

PROFESSIONALISM

- A. Follows ethical and professional practices \_\_\_\_\_
- B. Develops appropriate relationships with administration, staff, and parents. \_\_\_\_\_
- C. Is assertive and authoritative as a staff member at appropriate times \_\_\_\_\_
- D. Accepts and acts upon supervisory guidance \_\_\_\_\_
- E. Follows through on assignments \_\_\_\_\_
- F. Is accurate and prompt in record keeping and in responding to communications \_\_\_\_\_
- G. Is punctual at post of duty \_\_\_\_\_
- H. Makes good decisions after considering necessary information \_\_\_\_\_
- K. Is a builder of loyalty and goodwill to the employer \_\_\_\_\_
- L. Maintains neat, appropriate appearance \_\_\_\_\_
- M. Displays emotional stability \_\_\_\_\_

COMMENTS? [If you would prefer, you may call me collect. (352) 796-0616]

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Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Your Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Thanks for your help and cooperation!



## Employer Reference Form

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Hernando Christian Academy has received a teaching application from \_\_\_\_\_ and would appreciate your opinion on the applicant's character, personality, and ability to fill this position. Attached is a signed Authorization form whereby the applicant releases you from liability if you provide this reference. Applicant has also agreed that we have the right to keep your reference confidential. Please return in the enclosed envelope.

Thank you for your help.

Ken Alvarez  
Superintendent

Reference's name: \_\_\_\_\_ Position: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: Daytime \_\_\_\_\_ Evenings: \_\_\_\_\_

Position(s) held by applicant: \_\_\_\_\_

Dates of service: \_\_\_\_\_ Full time \_\_\_\_\_ Part time \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Would you have any reservations about rehiring this applicant? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Applicant's Certification and Agreement**



I understand that Hernando 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 day of release.

I authorize Hernando Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the job.

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 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 any references given to the 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 are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.

I understand that this is an 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.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Teacher Hiring Practices

1. The Teacher Application form is sent to an applicant upon request. Copies of the following items are also sent: Statement of Faith, school philosophy, job description, and a brochure about the school.
2. When a completed application is returned, the division Principal will determine whether or not to continue with the processing. Applicants will be notified by mail if their application is not being given further consideration.
3. The third step is a formal interview with the division Principal. The applicant should come prepared to be candid during the interview. At the same time, come relaxed! We certainly don't intend this to be a difficult experience for you.
4. When the interview is completed, the division Principal and the Superintendent will prayerfully consider whether to proceed with the next step of the hiring process which would include an interview with the Superintendent and, possibly, the division Principal and team leader.
5. Applicants may then be notified by a phone call or by mail if their application is not being given further consideration or...
6. Applicants may then be notified and offered a contract for employment or asked back to proceed further with the employment process.
7. When the contract is signed and returned, an orientation appointment will be scheduled by the division Principal and/or the Superintendent. This appointment will acquaint the teacher with the curriculum and staff policies. A Staff Handbook will be issued to the teacher at this time. The new teacher may also pick up any materials that he/she may wish to study and prepare for the fall term. If there are several new members joining the staff, portions of this orientation may be done as part of an in-service day.

# ***Hernando***

## **Christian Academy**

## **Statement of Faith**

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Hernando Christian Academy was founded and functions upon the basic fundamental principles of the Word of God. The following statements of faith and practice are held by every Hernando Christian Academy employee and are acknowledged by each school family.

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15; II Peter 1:21)
- We believe there is only one God, eternally existent in three persons:
- Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
- 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 (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)
- 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 we are saved. (John 3:16-19, 5:27; Romans 3:23, 5:8-9; Ephesians 2:9-10; Titus 3:5)
- 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)
- 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)
- 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)

## **Christian School Philosophy**

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The educational philosophy of Hernando Christian Academy is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God that contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on the total world view from which will become a balanced personality and a proper understanding and acceptance of a person's role in life at home, at work, at play and at worship—all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best integrated curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his choosing, whether in college, university or in vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social and emotional areas. These are inseparable and through them run the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone—the scarlet thread must be woven throughout the total curriculum.

It is apparent, then, that the types of activities we employ or permit in the classroom or school program will either facilitate or militate against our basic philosophy. The spiritual must permeate all areas—else we become text book oriented rather than student oriented.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of HCA.

Certain objectives are established in order to implement this philosophy.

1. To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20, 21).
2. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).
3. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23).
4. To teach the student how to develop the mind of Christ towards godliness (Philippians 2:5; I Timothy 4:7).
5. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).

6. To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).
7. To help the student develop a Christian worldview by integrating life, and all studies, with the Bible (II Peter 1:3).
8. To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 119:103).
9. To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).
10. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
11. To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10).
12. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19-20).
13. To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19, 20; I Corinthians 10:31).
14. To teach the student to understand and use the fundamental processes in communicating and dealing with others [such as reading, writing, speaking, listening, and mathematics] (II Corinthians 5:20).
15. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
16. To teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2).
17. To teach the student good citizenship through an understanding and appreciation of our Christian & American heritages [home, church, nation] (I Corinthians 10:11; Romans 13:1-7).
18. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).
19. To help the parents to understand the school's purpose and program.
20. To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
21. To encourage parents to realize and shoulder their responsibility of the spiritual, moral, and social education of their children (Deuteronomy 6:4-7; Proverbs 22:6).

## Elementary Teacher Job Description

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**SUPERVISED BY:** Elementary Principal

**POSITION SUMMARY:** Elementary teachers build leaders with Christian Character. They teach students about God, His word and His world.

### **ESSENTIAL JOB FUNCTIONS:**

Is a role model for his or her students, demonstrating grace in the classroom, responsible behavior and good work habits.

Demonstrates professional behavior.

Clearly articulates how what he or she teaches relates to God's Word and its benefit to the students.

Teaches subject from thorough Christian world view.

Engages in professional development, attending annual teachers' conventions, participating in on-campus in-service sessions and looks continually for ways to improve classroom instruction.

Participates in ongoing curriculum evaluation and development.

Plans for effective instruction, using accepted methods of lesson planning and the curricular materials provided by the school, as well as his or her own resources.

Plans for effective classroom management, focusing on instructing the student on what is expected and reinforcing good behavior. Secondly, corrects misbehavior in an effective manner that brings change in the student's actions. Emphasizes development of character.

Treats students, colleagues and administration with respect. Is able to see the classroom as a ministry and colleagues as fellow ministers.

Plans for communicating with parents on a regular and timely basis.

Supervises assigned students and teacher's aides during the school day.

### **JOB STANDARDS:**

**Education:** Minimum Bachelor's Degree from an accredited college or university. Master's Degree is encouraged.

**Experience:** None required. Experience with children, supervised student teaching or experience preferred.

**Licenses & Certifications:** Must obtain and maintain ACSI certification, CPR, First Aid, Blood borne Pathogens

**Critical Skills, Abilities & Expertise:** Must be able to use resources and materials to reach curricular goals set by the school. Effective and essentially positive supervision of students is required. The ability to work with others and utilize experience and knowledge in challenging situations is required. Effective oral and written communication skills are a must. Ability to work with minimal supervision.

**Required Personal Qualities:** Has received Jesus Christ as his/her Personal Savior, is committed to God's Biblical standards, is a Christian role model in attitude, speech and actions toward others, and has the spiritual maturity, academic ability and personal leadership qualities to "train up a child in the way he should go".

**Physical Requirements:** Must be able to move about the elementary classroom, supervise recesses, move desks and furniture as needed. Will need to vacuum and clean classroom as needed.

**Equipment Used:** Will need to use a computer to record grades and print grade reports as needed. Word processing will sometimes be needed. Will need to use an office-style telephone, a copier, die-cut letter machine, a paper cutter, and laminator. Must be willing to learn new technologies adopted by the school.

**ENVIRONMENTAL FACTORS:**

**Work Environment:** Fast-paced, deadline driven, multi-tasked environment. Will be taking students out for recess. Elementary teachers work alone much of the day, but must be able to cooperate and share limited resources and space.

**Job Location:** Primary location is the Hernando Christian Academy campus in Brooksville, FL.

**NON-ESSENTIAL/SECONDARY FUNCTIONS:**

Performs other reasonably related duties as assigned by Supervisor.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## Secondary Teacher Job Description

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**SUPERVISED BY:** Secondary Principal

**POSITION SUMMARY:** Secondary teachers build leaders with Christian character. They teach students about God, His word and His world.

### **ESSENTIAL JOB FUNCTIONS:**

Is a role model for his or her students, demonstrating grace in the classroom, responsible behavior and good work habits.  
Demonstrates professional behavior.

Clearly articulates how what he or she teaches relates to God's Word and its benefit to the students.

Teaches subject from thorough Christian worldview.

Engages in professional development, attending annual teachers' conventions, participating in on-campus in-service sessions and looks continually for ways to improve classroom instruction.

Participates in ongoing curriculum evaluation and development.

Plans for effective instruction, using accepted methods of lesson planning and the curricular materials provided by the school, as well as his or her own resources.

Plans for effective classroom management, focusing on instructing the student on what is expected and reinforcing good behavior. Secondly, corrects misbehavior in an effective manner that brings change in the student's actions. Emphasizes development of character.

Treats students, colleagues and administration with respect. Is able to see the classroom as a ministry and colleagues as fellow ministers.

Plans for communicating with parents on a regular and timely basis.

Supervises assigned students and teacher's aides during the school day.

### **JOB STANDARDS:**

**Education:** Minimum Bachelor's Degree from an accredited college or university. Master's Degree is encouraged.

**Experience:** None required. Experience with children, supervised student teaching or experience preferred.

**Licenses & Certifications:** Must obtain and maintain ACSI certification, CPR, First Aid, Blood borne Pathogens

**Critical Skills, Abilities & Expertise:** Must be able to use resources and materials to reach curricular goals set by the school. Effective and essentially positive supervision of students is required. The ability to work with others and utilize experience and knowledge in challenging situations is required. Effective oral and written communication skills are a must. Ability to work with minimal supervision.

**Required Personal Qualities:** Has received Jesus Christ as his/her Personal Savior, is committed to God's Biblical standards, is a Christian role model in attitude, speech and actions toward others, and has the spiritual maturity, academic ability and personal leadership qualities to "train up a child in the way he should go".

**Physical Requirements:** Must be able to move about the secondary classrooms, move desks and furniture as needed. Will need to vacuum and clean classroom as needed.

**Equipment Used:** Will need to use a computer to record grades and print grade reports as needed. Word processing will sometimes be needed. Will need to use an office-style telephone, a copier, die-cut letter machine, a paper cutter, and laminator. Must be willing to learn new technologies adopted by the school.

**ENVIRONMENTAL FACTORS:**

**Work Environment:** Fast-paced, deadline driven, multi-tasked environment. Will be taking students out for recess. Secondary teachers work alone much of the day, but must be able to cooperate and share limited resources and space.

**Job Location:** Primary location is the Hernando Christian Academy campus in Brooksville, FL.

**NON-ESSENTIAL/SECONDARY FUNCTIONS:**

Performs other reasonably related duties as assigned by Supervisor.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

# Christian Life Commitment

For those with positions of leadership and responsibility when an individual becomes a member of a community, he or she always lays aside certain personal rights for the good of the total community. To this end, it is understood that those who have accepted positions of leadership and responsibility within Hernando Christian Academy are to commit themselves to uphold the standards as cited in this statement.

Standards based on specific commands of Scripture (Exodus 20:7, 14-15; Leviticus 19:11; Romans 1:21-27; 1 Corinthians 6:9; Ephesians 4:28-32, 5:3-4; Colossians 3:9; 1 Timothy 3:3; Titus 1:6) The Word of God is the final authority on all matters of faith and conduct. Therefore, items expressly forbidden in the Scripture are never acceptable. Included among these are such acts as drunkenness, stealing, lying, the use of slanderous or profane language, extramarital sex, and homosexual behavior.

Also condemned by Scripture are such attitudes as greed, jealousy, pride, lust, bitterness, hostility, an unforgiving spirit and prejudice based on race, sex and socioeconomic status. Therefore, Hernando Christian Academy strives to see these attitudes eliminated as evidenced in speech and action and replaced by Christlike attitudes appropriate for maturing Christians.

Standards based on Scriptural principles, including culturally specific applications While Scripture does not provide specific teaching regarding all social practices in a given cultural setting, it does speak to the Christian's responsibility in areas of conduct which may be harmful or spiritually offensive to self or others. Based on this, as well as to protect from the snare of harmful addictive behavior, those covered by this statement are expected to refrain from the use of alcoholic beverages, tobacco and illicit drugs (Romans 14; 1 Timothy 3:3; Titus 1:7).

Since a Christian is to abstain from all that is morally degrading, restraint and discretion in the choice of entertainment and literature are expected. They should demonstrate the ability to make sound judgment based on biblical principles and display tangible evidence of spiritual growth and maturity (Titus 2:11,12).

Personal standards of godliness Since we are members of both the local and universal body of Jesus Christ, it is expected that everything we do will reflect our commitment to our Lord and to His body of believers. This commitment is to be demonstrated by personal spiritual growth, faithful involvement in Hernando

Christian Academy, and expressions of Christian love toward those with physical or spiritual needs.

All are also expected to aspire to a faithful pattern of godliness and devotion to Christ and His work, typified by, but not limited to the following (1 Timothy 4:6-16):

1. Regular devotional life Scripture reading and study, prayer, (1 Timothy 4:7)
2. Faithful church membership and attendance (1 Timothy 4:12, 13; Hebrews 10:24,25)
3. Faithful financial stewardship (2 Corinthians 9:6-8)

Standards based on our responsibility of influence In our relationship with others within the body of Christ, our conduct should demonstrate an attitude of personal responsibility and sensitivity, by always being aware of the impact of our actions and attitudes on others (:You, my brothers, were called to be free. But do not use your freedom to indulge the sinful nature; rather, serve one another in love.") (Galatians 5:13).

It is recognized that conflicts and personal failures may occur, as Scripture declares "we all stumble in many ways" (James 3:2). It is expected that when an offense occurs, the instructions of Matthew 18:15-20 must be followed. This is to be done in the spirit of Galatians 6:1, thereby making "every effort to keep the unity of the Spirit through the bond of peace: (Ephesians 4:3). When personal failures occur within our lives, we are to quickly repent, seek forgiveness and with the help of godly counsel, prevent these from getting a hold on our lives. To do otherwise would jeopardize our continued role in leadership or specific ministry responsibility.

We should understand that our acceptance of responsibility within the ministries of Hernando Christian Academy reinforces the importance of our personal commitment to Jesus Christ as Savior and Lord and to the Bible as God's inerrant Word. It is in view of this and the seriousness of the impact our ministry responsibility brings that we are to commit ourselves to live in accordance with the above Statement of Christian Life Commitment.

I have read and agree to maintain my Christian Life Commitment to the best of my ability.

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Signature

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Date