

Dear Applicant,

Thank you for inquiring about a position at Northwest Christian Academy. Our main purpose is to provide a quality education for children in grades Kindergarten – 8<sup>th</sup> grades in a Christian setting. Therefore, we are looking for staff members who radiate the love of Jesus, are mature in their faith, can teach and share God's love and Bible truths, and are interested in continuous learning.

Enclosed you will find information about our program and materials to complete your application. In order to complete your file you will need to submit the following: a letter of application, a resume, the NCA application form, copies of college transcripts, a copy of your teaching certificate and your placement file.

We look forward to receiving your information. If you have further questions, please feel free to call. God bless you as you seek to find His placement for you.

In His Service,

*Kim DeLeon*

Kim DeLeon, Principal

# Northwest Christian Academy

4706 Park Center Ave NE Lacey, WA 98516

(360) 493-2223 - www.olympiachristianschool.org

## Initial Application for Certified Teaching Position

Application Date:	Date Available:
Position Desired:	<input type="checkbox"/> FT <input type="checkbox"/> PT <input type="checkbox"/> Substitute
Grade Preference:	Subject Preference:

**PERSONAL INFORMATION**

Name: First	Last
Address	Phone
Alternate Phone	Email Address

**EDUCATION/TRAINING**

School	Diploma/Certificate	Dates: (From – To)
Your Major (s):		
Your Minor (s):		
Cumulative grade point average:	BA:	Graduate Work:
Certificate Name:		#:

**TEACHING EXPERIENCE - Please list most recent teaching experience first.**

School/Location	Dates	Position	Phone/Email

Number of years teaching:	Public:	Christian:
Reason for leaving most recent position?		
Are you under contract for the ensuing year?		

**OTHER EXPERIENCE WORKING WITH CHILDREN**

School/Location	Dates	Position	Phone & Email

**OTHER WORK EXPERIENCE**

Location	Dates	Position	Phone & Email

Please indicate which of the following trainings you have that are current:	*All employees are subject to a background check and must be cleared to be employed at our school.
<input type="checkbox"/> Infant/Child CPR/First Aid <input type="checkbox"/> HIV/AIDS <input type="checkbox"/> Food Handlers <input type="checkbox"/> Technology _____ <input type="checkbox"/> Other _____	
Eligible for lawful employment in US?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been convicted of a felony?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you ever been discharged for causes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have any physical conditions that will limit your ability to perform your job responsibilities working with children?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*\*If YES to the last 3 questions, please provide an attached explanation*

**REFERENCES: 3 Professional, 1 Personal**

Name	Company	Phone & Email

**SPIRITUAL:**

Describe your routine of personal Bible study and prayer:

Describe your involvement in church:

Denominational preference: \_\_\_\_\_ Member? \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

What is your attitude towards the use of liquor and tobacco?

Do you subscribe without reservation to our Doctrinal Statement as stated in this application?

\_\_\_\_\_ Comment:

**CHRISTIAN TESTIMONY: Please share your testimony of your relationship with God.**

*Please use additional paper if necessary.*

**PHILOSOPHY OF CHRISTIAN EDUCATION**

*Please use additional paper if necessary.*

## **Mission Statement**

NCS Mission Statement:

The mission of Northwest Christian Schools of Lacey is to provide a Christ-centered environment with a superior education that prepares students to have a positive impact in our world for Him.

## **Doctrinal Statement**

WE BELIEVE:

- In one God, creator, and sustainer of all things, eternally existent in three persons – Father, Son, and Holy Spirit. (Deut. 6:4, Matt. 3:16-17, John 14:6-27, 1 Cor. 8:6, 2 Cor. 13:14, Gal. 4:4-6, Eph. 2:13-18)
- In the deity of our Lord Jesus Christ; in His virgin birth; in His sinless life; in His vicarious death, resurrection and ascension to the right hand of God the Father. (Isa. 7:14, Matt. 1:20-25, Acts 1:9-10, Rom. 8:34)
- In the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (John 7:39, 14:15-18, Acts 2:33, 15:8-9, 1 Pet. 1:2, 1 John 3:24, 4:13)
- In the divine inspiration of the Bible, our all-sufficient, authoritative rule of truth, faith, and conduct. (Luke 24:44-47, John 10:35, 1 Cor. 15:3-4, 2 Timothy 3:15-17, 1 Peter 1:10-12, 2 Peter 1:20-21)
- That all people have sinned and that only by God's grace and through faith alone we are saved. (Eph. 2:8-9, John 8:34-36, 16:8-9, Rom. 3:23, 6:15-23, 1 John 1:9, 2:4, 3:7-10)
- In the second coming to earth of the Lord Jesus Christ and in the resurrection of both the saved and the lost; those who are saved to the "resurrection of life" and the lost to the "resurrection of judgment". (Matt. 25:31-46, John 5:29, John 14:1-3, Acts 1:9-11, Rev. 22:7-20)
- In the spiritual unity of all believers in our Lord Jesus Christ (Matt. 8:11, John 13:35, 17:14-26, Rom. 4:16, 10:9-15, 12:1-8, 1 Cor. 3:5-9, Gal. 5:6, 13-14, Rev. 5:9-10)

## **Statement on Marriage, Gender and Sexuality**

We believe that God wonderfully and immutably creates each person as a male or female. These two distinct, complementary genders together reflect the image and nature of God. (*Gen. 1:26-27*) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (*Gen. 2:18-25*) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (*1 Cor. 6:18, 7:2-5, Heb. 13-4*) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including – not limited to – adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (*Matt. 15:18-20, 1 Cor. 6:9-10*)

We believe that in order to preserve the function and integrity of Northwest Christian Schools of Lacey as the local Body of Christ, and to provide a biblical role model to the

Northwest Christian Schools of Lacey members and the community, it is imperative that all persons employed by Northwest Christian Schools of Lacey in any capacity, or who serve as volunteers, agree to abide by this Statement on Marriage, Gender, and Sexuality. (*Matt. 5:16, Phil. 2:14-16, 1 Thess. 5:22*)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (*Acts 3:19-21, Rom. 10:9-10, 1 Cor. 6:9-11*)

### **Final Authority for Matters of Belief and Conduct**

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Northwest Christian Schools of Lacey's faith, doctrine, practice, policy and discipline, our school board is Northwest Christian Schools of Lacey's final interpretive authority on the Bible's meaning and application.

### **Statement on the Sanctity of Human Life**

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (*Ps. 139, Gen. 1:27*)

### **APPLICANT'S CERTIFICATION AND AGREEMENT**

I understand that Northwest Christian Academy is an equal opportunity employer and as such does not discriminate in its employment practices against any person because of race, color, and national or ethnic origin.

I subscribe without reservation to the Doctrinal Statement as stated in this application.

I hereby am in full agreement with the Christian Teacher Job Description and by the grace of God, will do my utmost to fulfill these responsibilities.

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 significant omission of fact may prevent me being hired or if hired may subject me to immediate dismissal.

I authorize Northwest Christian Academy to inquire about work and personal history, and verify all data given in my application for employment, related papers, or oral interview. I authorize the giving and receiving of any information requested by Northwest Christian Academy, and release from liability any person, organization, or company giving or receiving any such information.

Applicant Signature	Date

## **CHRISTIAN TEACHER JOB DESCRIPTION**

Our goal at NCA is to help students learn and grow academically, spiritually, socially, emotionally, and physically in ways which are consistent with our Mission Statement.

### **QUALIFICATIONS\***

The teacher shall:

- Conduct their life in a manner which demonstrates spiritual maturity, reflects the purpose and values of the school, and is consistent with the school doctrinal statement (Statement of Faith);
- Be a member in good standing of a local church, one having a doctrinal statement compatible with the school's doctrinal statement;
- Demonstrate godly leadership in the classroom;
- Be a college graduate with a BA or MA in education;
- Be certificated to teach the subject(s) for which they are hired.\*\*

\*Qualifications may be amended as deemed appropriate by the school board.

\*\*Exceptions may apply under the law.

### **RESPONSIBILITIES**

#### **Spiritual:**

- Seeks to model in speech, actions, and attitude, a consistent daily walk with Jesus Christ;
- Demonstrates the importance of prayer, Scripture memorization, personal bible study, witnessing, and unity in Christian fellowship;
- Follows the Matthew 18 principal in dealing with students, parents, administration and staff;
- Motivates students to accept God's gift of salvation and grow in their faith. Leads students to a realization of their worth in Christ.

#### **Instructional:**

- Recognizes the role of parents as primarily responsible before God for their child's education and assists them in that task;
- Teaches classes as assigned, following prescribed scope and sequence as scheduled by the principal;
- Integrates Biblical principles and a Christian philosophy of education consistent with the philosophy of the school throughout the curriculum;
- Develops student learning through mastery of the subject material by utilizing best practices to achieve curriculum goals within the framework of the school's philosophy;
- Plans a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his best;



- Employs a variety of instructional aids, methods, materials, and technology that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional;
- Plans through approved channels the balanced use of field trips, guest lecturers, and other media;
- Assesses the learning of students on a regular basis and provides progress reports as required;
- Maintains proper discipline in the classroom and on the school premises for a good teaching environment;
- Informs the administration if unable to fulfill any duty assigned. Prepares adequate information and materials for the substitute teacher.

#### **Non-Instructional:**

- Cooperates with the board and administration in implementing all policies, procedures, and directives governing the operation of the school;
- Maintains regular and accurate attendance and grade records to meet the demands for comprehensive knowledge of each student's progress;
- Keeps student, parents, and administration adequately informed of progress or deficiencies, and gives sufficient notice of impending failure;
- Maintains a clean, attractive, and well-ordered classroom;
- Supervises extra-curricular activities, organizations, and outings as assigned;
- Supports the broader program of the school by attending extra-curricular activities as outlined in the staff handbook.

#### **Professional:**

- Utilizes educational opportunities and evaluation processes for professional growth;
- Seeks the counsel of the principal and colleagues, and communicates appropriately with parents, while maintaining a teachable attitude;
- Provides input and recommendations for administrative and managerial functions in the school;
- Attends and participates in scheduled devotional, in-service, retreat, committee, faculty, and P.T.F. meetings;
- Knows the procedures for dealing with emergencies;
- Contributes to the general improvement of the school program;
- Performs any other duties which may be assigned by the administration.

#### **Personal:**

- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality;
- Meets everyday stress with emotional stability, objectivity, and optimism;
- Develops and maintains rapport with students, parents, and staff by treating others with kindness, dignity, and consideration;
- Respectfully submits and is loyal to constituted authority;

- Maintains a personal appearance that is a model of cleanliness, modesty, good taste, and in agreement with school policy;
- Uses acceptable English in written and oral communication. Speaks with clear articulation;
- Recognizes the need for good public relations. Represents the school in favorable and professional manner to the constituency and general public.
- Places the teaching ministry ahead of outside or volunteer work;
- Makes an effort to appreciate and understand the uniqueness of community.

**EVALUATION:**

Performance of these responsibilities will be evaluated by the principal at the end of each school year.