

Harmony Christian School
1601 Rice Drive
Lufkin, TX 75901
(936) 632-1905 or Fax (936) 632-1909



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 Christian, degreed, certified or certifiable, or experienced and who feels called of God to the teaching profession. The Board as deemed appropriate may add other qualifications.
Contracted by:	School board upon recommendation of the administrator for one year.
Responsible to:	Administrator
Supervises:	Student teachers, aides, volunteers, and students.
Evaluation:	Teacher performance will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personal and this job description.

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, gossip, public appearance, harsh language, consumption of alcoholic beverages or appearance of an alcoholic beverage, attends establishments, such as, night clubs/bars, etc. Luke 6:40
4. Be a **reflection of the school** by your role in the community. Participation and conduct in activities outside of the school, serve as a Christian example in all walks of life.
5. 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.
6. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ
7. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
8. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he 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. Be alert to recognize, reward, and praise proper character, attitude, behavior, and achievement.
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 and oral 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.
4. Cooperate with the Board and 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 administrator and curriculum. Also turn in copies of lesson plans one week in advance.
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.
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 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 school's 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 other 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.
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. Use a discipline folder for parents to initial daily.
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 at and away from school.
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 administrator, colleagues, and parents while maintaining a teachable attitude.
22. Attend and participate in scheduled devotional, in-service, competitions, chapels, retreats, committee, faculty, and Parent Teacher Fellowship 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.
25. Be present to supervise and direct activities on the playground or as assigned.
26. Supervise the class parties and field trips. No Halloween celebration of food, clothing and/or materials is allowed. Thanksgiving, Christmas, Valentines, Fall, Easter, and End of the Year parties will be the party times for the school. Exhort thankfulness, the birth of Jesus and His love, His death, Burial, and Resurrection. (No Santa's, bunnies, eggs, etc.)
27. Continual education is required up to 3 semester hours or 15 clock hours per 12-month period.
28. Please take care of personal matters on breaks. In case of an emergency someone will come and notify you in class.
29. All other responsibilities as listed in the Staff Handbook.

Faculty Dress Code

Kindergarten - Eighth Grade Teachers:

Acceptable attire for ladies:

Monday-Thursday

1. Suits
2. Skirts with blouses, blazers, sweaters, vests, cardigans, pullover sweaters.
3. Dresses
4. Jumpers with blouses
5. Dress slacks with any of the above

Men: Slacks with a button-down shirt with a collar.

Wednesday's Chapel Attire for Ladies must be a dress, skirt or a jumper with hose or socks. Dress Shoes are required (no tennis shoes for k-8 teachers). Competition attire must be the same as Chapel attire. Field trip attire is the same as students; monogrammed green polo shirt with khaki pants, shorts, skorts, or skirt.

Preferred attire for Ladies and Men on Friday:

1. Khaki or Navy slacks with staff shirt.

Non-acceptable attire for Ladies/Men:

1. Stirrup pants
2. Tight pants, dresses, shirts or skirts
3. Shorts (except for field trips and field day).
4. Wind suits, jogging suits (or sweat pants w/sweatshirt)
5. No dress, jumper, shirts, etc. with a tank top cut.
6. No flip-flop/thongs or sandals at anytime for shoe attire.
7. Any attire that is not permissible for student attire.
8. No sleeveless shirts unless worn under a shirt w/sleeves as a camisole.
9. Casual shoes must have a closed toe, closed heel and dress shoes must have a back strap.

Dresses, skirts, and split skirts should come at least to the top of the knee.

In-service attire is relaxed but modest.

Any staff's children that work at the school during regular school hours or attend any school related functions/field trips, must also abide within these guidelines. Tight fitted clothing, visible midribs or underwear are prohibited.

Extended Care workers are able to wear shorts (finger-tip length) and Friday attire Monday through Friday but with the same stipulations.

Pre-School (PK3-PK4) Dress Attire

Acceptable attire for ladies:

Monday-Friday

1. Suits
2. Skirts with blouses, blazers, sweaters, vests, cardigans, pullover sweaters.
3. Dresses
4. Jumpers with blouses
5. Dress slacks with any of the above.

Wednesday's Chapel Attire for Ladies must be a dress, skirt or a jumper with hose or socks. Pre-school teachers may wear tennis shoes or Dress shoes with a back strap. Field trip attire is the same as students; monogrammed green polo shirt with khaki pants, shorts, skorts, or skirt.

Preferred attire for Men and Ladies on Friday:

1. Khaki or Navy slacks with staff shirt.

Non-acceptable attire for Ladies/Men:

1. Stirrup pants
2. Tight pants, dresses, shirts or skirts
3. Shorts (except for field trips and field day).
4. Wind suits, jogging suits (or sweat pants w/sweatshirt)
5. No dress, jumper, shirts, etc. with a tank top cut.
6. No flip-flop/thongs or sandals at anytime for shoe attire.
7. No sleeveless shirts unless worn under a shirt w/sleeves as a camisole.
8. Casual shoes must have a closed toe, closed heel and dress shoes must have a back strap.

Expectations of Staff

1. Paychecks will be given monthly, on or before the 28th of each month.
2. Plan for a monthly staff meeting and/or monthly departmental meetings.
3. Lesson Plans should be turned in each Friday for the following week.
4. Each full time staff is given 5 days for sick leave and 2 personal days per semester. Anyone that needs to leave the school campus for more time than your conference period must use personal leave.
5. All doctor's appointments should be scheduled after 3 pm. if possible. If a doctor's appointment must be scheduled during the school day, it will be necessary to use your sick leave.
6. In-service days will be scheduled according to the school calendar. You will need to be on duty from 9 am. to 3 pm.
7. If offered, all teachers will be expected to attend the ACSI convention in Galveston. This is not a time for personal leave to be scheduled. If you cannot attend this convention you will be docked two days pay, unless you are ill, then sick leave days will be used.
8. Following the last day of school all full time staff will have a workday.
9. The following are duties that teachers will be expected to do throughout the year:
 - Early morning duty ▪ Lunch duty ▪ Devotions ▪ Coordinate Competitions
 - Afternoon Duty ▪ Detention ▪ Chapel
10. All teachers are to be at school by 7:30 am. each morning and should not leave before 3:30 pm. each afternoon. All teachers are expected to be present in devotions, chapel and staff meetings. Extended Care Director is to be at school by 3 pm. and leave after dismissal (5:30 pm.)
11. Workdays and in-service days will be scheduled on the calendar. You are expected to be present on these days. Parent/Teacher conferences are scheduled at each person's convenience and require your attendance.

Initial Teacher Application

Your interest in Harmony 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.

A. Applicant's Name and Address

Date of Birth

Full name: _____

Application date: ____/____/____ Date available: ____/____/____

Present address: _____

Phone: Days (____) ____ - _____ Evenings (____) ____ - _____

Best time to contact you? _____ S.S.# _____

How long have you lived at the above address? _____

Permanent address and phone number, if different than present address

On reverse side, please list any additional addresses in the past 5 years

B. 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.

() Pre-school _____

() Kindergarten _____

() Elementary _____

() Junior High _____

() High School _____

() Other _____

Salary desired: _____

Full Time____ Part Time____

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

Can you submit verification of your legal right to work in the US?

_____ Yes, if applicable _____ no, if not applicable

Special Abilities:

Please list activities or sports which you would be capable of and be willing to direct, sponsor, advise, or coach.

(grade & levels) _____

Future What would you like to be doing five years from now?

Plans: _____

C. Christian Background

- In your own handwriting, on a separate paper briefly gives 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: _____

- **Statement of Faith**: Please carefully read our Statement of Faith (next page) 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.

Statement of Faith

We believe:

- A. In the verbal, complete inspiration of the Old and New Testament and hold them to be the inerrant word of God, the supreme and final authority. (Matt. 5:17, 18; 2 Tim. 3:16, 17; 2 Peter 1:20, 21; Luke 1:1-3; Gem. 3:3-5)
- B. In one God, creator of all things, externally existing in three persons; Father Son, and Holy Spirit. (Is. 45:5; Mark 12:29-32; Ps. 90:3; Gen 1:1; 2 Cor. 13:14; Matt. 28:19; John 6:27; John 1:1-20; Acts 5:3,4)
- C. That Jesus Christ was begotten by the Holy Spirit, born of the virgin Mary, and is true and true God. He lived a sinless life and died for our sins according to the Scriptures. ... As a representative, substitution, and complete sacrifice. He rose again from the dead, ascended into heaven and is today our High Priest and Advocate. (John 1:1,14; Matt.1:18; Luke 1:26-38; Matt. 1:18-25; Is. 7:14; 1 Cor. 15:3,22; John 3:16; Heb. 4:15,16; 1 John 3:5, Rom. 19:9,10; 2 Cor. 5:17,21; Rom. 5:1-11; Luke 24:23-40; Acts 1:1-11; 1 Peter 3:22; John 14:8; Heb. 4:14, 5:1-10, 13:5, 7:25)
- D. In the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteous and of judgment. ... to regenerate, sanctify, baptize and empower all who believe in Jesus Christ and is abiding helper, teacher, and empower all who believe in Jesus Christ, and is abiding helper, teacher, and guide. (John 14:16-17; Matt. 28:19; John 16:7-11; 2 Thes. 2:7; John 3:5-7; 1 Cor. 12:13; John 16:13; Rom. 8:26-27; Eph. 5:18)
- E. That man was created in the image of God, that he sinned thereby incurred not only physical death, but spiritual death, which is separation from God; and that all human beings are born with a sinful nature, lost and without hope, except in His sovereign mercy and grace. (Gen. 1:27; 1 Cor. 11:7; Rom. 6:23)
- F. That salvation is received by faith alone in the Lord Jesus Christ. All who trust in Him alone are justified and assured of eternal life by His shed blood.(Eph. 2:8-9; 1 John 3:1-2; Rom. 3:14-17)
- G. That Christians are called to live a holy life of service and testimony for the Glory of God and the well being of humankind. (1 Pet. 1:15-16; John 12:25-26; Acts 1:8; 1 Cor. 3:12-15)

D. 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

Your Major(s)

Your Minor(s)

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

School's Name Grades or Subjects Dates

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

Do you have a state teaching certificate? _____

State? _____

What kind? _____

Remains for _____ (yrs.)

Please attach photocopies of any certificates held

Christian School Preparation:

Have you had any courses in the Christian Philosophy of Education? If so, where and when? _____

If not, would you be willing to take such a course by correspondence or otherwise? _____

Attach a typed copy of your personal Christian Philosophy of Education

Have you had other courses giving specific training for

Christian day schools? _____ Give Details: _____

List any conferences or seminars which you have led or Participated in the past.

Describe how teacher evaluation has been helpful to you. _____

E. Personal Philosophy

On separate paper please label and briefly answer in 1-2 paragraphs each of the questions below

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

F. Employment History

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

Work Background:

1. Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone # _____

Reason for leaving _____

2. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone # _____
Reason for leaving _____

3. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone # _____
Reason for leaving _____

4. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone # _____
Reason for leaving _____

5. Employer _____
Position _____ Dates of Employment _____
Address _____
Supervisor's Name and Phone # _____
Reason for leaving _____

Have you ever worked under a different name for any of the employers you have listed? If so, what was the name or names? _____

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

G. 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 3 references that are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

	<u>Name</u>	<u>Address</u>	<u>Phone#</u>	<u>Position</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Give 3 references who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

<u>Name</u>	<u>Address</u>	<u>Phone#</u>	<u>Position</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Authorization To Release Reference Information

I have made application for a position as a _____ with Harmony 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 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 Harmony 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 any references given to Harmony Christian School.

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

Applicant's Name (Print) _____

Applicant's Signature _____

Applicant's Social Security Number _____

Date _____

H. Applicant's Certification and Agreement

I understand that Harmony 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 Harmony 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 Harmony 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 any references given to Harmony Christian School.

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.

Applicant's Signature

Date

I. Personal Information

Marital: Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is a bona fide occupational requirement for staff to live by those standards. Please indicate your current marital status.

Single _____ Engaged _____ Married _____ Separated _____

Divorced _____ Re-Married _____ Widow(er) _____

Please attach explanation if divorced or remarried.

Spouse's Name _____ Years Married _____

Occupation _____

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 what degree of 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? _____

Have you ever taught Bible before? _____ If yes, to what ages? _____

Personal Background:

Have you ever been dismissed, resigned to avoid being dismissed, or asked to resign from a position? _____

If yes, explain. _____

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? _____

If yes, indicate the nature of suit, offense, date, court, and disposition.

Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any type of felony? _____

If yes, indicate the nature of offense, date, court, and disposition.

Personal Interests:

Please indicate memberships, offices, and honors obtained in:

High School- _____

College - _____

Currently - _____

List your hobbies and personal interests. _____

What periodicals do you read regularly? _____

Ability to Perform Essential Job Functions:

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying? Yes ____ No ____.

If yes, please explain. _____

If you answered "yes" to above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position? _____

If you are offered a position, will you be able to verify that you are legally permitted to be employed in the United States? _____

J. Current Issues

We live in a pluralistic society with many conflicting beliefs and values. As a teacher, your students may ask you specific questions about controversial issues. Your answers will come from your personal convictions. We need to know the views of those that would be **Christian role models** for our children. Please share your personal convictions as a Christian toward:

Wine, beer, and other alcoholic beverages –

Smoking and chewing tobacco –

Marijuana and other drugs –

Christian Rock Music –

Pre-marital sex –

Divorce and Remarriage –

Abortion –

Homosexuality –

Do you have a personal testimony regarding any of the above items that you would like to share? _____

Have you ever led a child or youth to Christ? _____

Do you understand that this is an application for employment and that no employment contract is being offered at this time? _____

Signature _____

Date _____

Declaration of Ethical and Moral Integrity

As an applicant for employment or for a volunteer position at Harmony Christian School, and its ministries, I (print name) _____ recognize, understand, and agree to live by the moral and ethical standards of the school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward a minor, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Harmony Christian School.

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I _____, recognize, understand and agree to live by the Christian moral standards of the school.

I declare that during the (past year or length of time the school desires) I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct, inappropriate conduct outside of marriage (e.g., premarital sex, cohabitation, extramarital sex, homosexual or lesbian sexual activity, sexual harassment, use or using of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

Applicant's Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____