



CROSSROADS CHRISTIAN ACADEMY

Date received. _____
Action taken. _____
Acknowledgement sent. _____

Crossroads Christian Academy

PO Box 777
Sonoita, AZ 85637
(520) 419-4909

APPLICATION FOR FACULTY OR STAFF POSITION

Last Name	First	Middle	Name Preferred
<u>Present Address</u>		<u>Previous Address</u>	

Street _____

Street _____

City State Zip _____

City State Zip _____

Home Phone Office Phone _____

Home Phone Office Phone _____

APPLYING FOR: Full Time Part Time

Teaching field and Level _____

Extracurricular interests _____

PERSONAL DATA:

Social Security Number _____ Date of Birth _____

Driver's License _____ Church Affiliation _____

Marital Status: Single Married Divorced Widowed Remarried

Spouse's Name _____ Occupation _____

Child's Name					
D.O.B.					
Grade					

Are you a United States citizen or otherwise available to work pursuant to appropriate government regulations? _____

Do you have any physical limitations that could limit your ability to perform your duties? If yes, please explain and state what accommodation would need to be provided to enable you to perform your duties. _____

Please list the person to be notified in case of emergency. _____

Name Address Phone

EDUCATION:

High School	City	Diploma	Year
College/University	City	Degree/Major	Year
College/University	City	Degree/Major	Year
College/University	City	Degree/Major	Year
College/University	City	Degree/Major	Year

List the number of college courses taken in the following:

European History _____	English _____	French _____	Math _____	Sociology _____
American History _____	Drama _____	German _____	Physics _____	Psychology _____
Other History _____	Speech _____	Latin _____	Chemistry _____	Religion _____
Anthropology _____	Reading _____	Spanish _____	Biology _____	Economics _____
Political Science _____	Education _____	Geography _____	Geology _____	Philosophy _____
Other Languages _____	Art _____	Music _____	Ecology _____	Physical Ed _____

Additional studies _____

Academic honors at college _____

Scholarships or grants to college _____

Title of dissertation or thesis _____

Activities, hobbies, or other areas of interest _____

Have you read the entire Bible? [] Yes [] No (If No, please list the portions you have not read.) _____

PROFESSIONAL EXPERIENCE: List the four most recent full-time jobs beginning with the present position. Use additional sheets for other full or part-time employment.

Dates:	School or business location:
Seeking new position because:	Duties:
	Name, title of employer

Dates:	School or business location:
Seeking new position because:	Duties:
	Name, title of employer

Dates:	School or business location:
Seeking new position because:	Duties:
	Name, title of employer

Dates:	School or business location:
Seeking new position because:	Duties:
	Name, title of employer

Professional memberships, distinctions _____

Other skills and abilities (special courses, certifications, licenses, languages, etc.) _____

Please state your short-term and long-term goals _____

Please list any friends or relatives employed by Crossroads Christian Academy _____

Please list who referred you to Crossroads Christian Academy _____

Have you ever been convicted of a felony or misdemeanor? Yes [] No []

If yes, please explain. _____

PROFESSIONAL REFERENCES: (Please do not list relatives)

Name	Position	Telephone	
Address	City	State	Zip Code

Name	Position	Telephone	
Address	City	State	Zip Code

PERSONAL REFERENCES: (Please do not list relatives)

Name	Position	Telephone	
Address	City	State	Zip Code

Name	Position	Telephone	
Address	City	State	Zip Code

QUESTIONS FOR PERSONAL RESPONSE (Please answer the following on a separate piece of paper.)

1. Describe your testimony of conversion. (A brief testimony will suffice for this application.)
2. Describe your personal view of the Bible.
3. Explain what you consider to be the function of a Christian school.
4. Please explain your reason for seeking a position at Crossroads Christian Academy.
5. Please explain how you would contribute to the education of the students at Crossroads Christian Academy.

May we contact your current employer? Yes [] No []

May we contact your previous employer(s)? Yes [] No []

Please understand that by signing this document you are giving us permission to check references concerning your previous work history. This authorization will be binding if the application is kept on file. If for any reason you do not wish us to check your references, please do not sign below.

Signature of Applicant _____ Date _____

TEACHER JOB DESCRIPTION

POSITION TITLE: Teacher – Crossroads Christian Academy AZ

LOCATION: Sonoita, Arizona

REPORTS TO: Headmaster (Crossroads Christian Academy AZ - Board of Directors acting as such)

This is not intended to be a complete delineation of all the possible responsibilities of Crossroads Christian Academy AZ teacher. Rather, it is a general description of the basic tasks a teacher will normally be required to perform and be evaluated upon. In addition, it is expected that the teacher will comply with all applicable academy policies. This handbook does not contractually bind the academy in any way.

SPIRITUAL LEADERSHIP –

The teacher is expected to consistently exhibit love, joy, peace, and spiritual maturity before his/her students and to always conform to biblical standards of behavior. The teacher is to use the academy's curriculum guide and the Bible in constructing his/her daily classes. Staff members are specifically charged to communicate the religious beliefs of the academy to the students and to lead the class in prayer. All staff and faculty members are required to attend regularly any local evangelical Christian church.

CLASSROOM MANAGEMENT/ENVIRONMENT-

The teacher is expected to maintain a neat, organized, clean, and stimulating classroom environment for his/her students. This implies that the students will take an active part in cleaning and maintaining the room's appearance. The teacher should set up simple, manageable class routines to accomplish basic tasks, e.g. homework collection, daily cleaning schedules, etc.

CLASSROOM DECORUM AND DISCIPLINE –

The teacher should greet his/her students at the door of the classroom anytime the students enter the room (start of day, class period, return from recess, etc...). He should be very familiar with and able to apply the spirit, as well as the letter, of the academy rules. An orderly (not necessarily silent) working atmosphere is to be the norm. Students should be aware of the class and academy rules and be encouraged to exercise self-discipline. When administrative discipline is necessary, the teacher is expected to accompany the student to the office and give the principal an accurate accounting of the student's offense. The teacher is expected to diffuse and deal with the vast majority of corrective discipline situations within his/her classroom.

LESSON PREPARATION AND PRESENTATION –

The teacher should have a thorough knowledge of and interest in the subjects he/she is assigned to teach. All subjects should be taught utilizing the objectives, materials, and methods prescribed in the Curriculum Guide. The teacher is expected to encourage the students to see how all subjects are interrelated, as parts of God's integrated universe. Clear language and appropriate vocabulary is expected.

STUDENT LEARNING –

The teacher should seek to stimulate and maintain the students' interest in the material. Recognition and reasonable compensation for individual needs is also necessary. A variety of techniques (in addition to testing) should be used to measure the students' progress (see the Lost Tools Chart). The academy curriculum guide is to be used as the basis for measuring the overall progress of the class and individual students.

PLANNING AND COMMUNICATIONS –

The teacher's weekly plans should reflect creativity and a good use of class time. The Curriculum Guide should be used to establish plans. Emphasis should be placed on getting to know the families well, as well as letting them know what is happening in the class. The parents should feel welcome to visit and assist in the classroom. It is the teacher's responsibility to secure a substitute (Sub lists are distributed at the beginning of the year.). Copies of lesson plans and any necessary materials should be made available to the substitute by the teacher. The teacher should contact the principal as soon as possible and let him/her know who will be subbing.

PROFESSIONALISM —

The teacher is to demonstrate pride consistently and joyfully in his/her work, punctuality, speech, attitude, dress, and attention to duties. Teachers are required to come to their job with a computer and the skills to use it. They are responsible for maintaining their own technology.

ACCS CERTIFICATION —

All teachers must be pursuing certification if they have not already attained it.

STUDENT HEALTH AND WELFARE —

If an academy employee suspects that a child has been subjected to neglect, abuse, or abandonment they are to inform their principal who will meet with the employee and the Headmaster. It is the Headmaster responsibility to determine to inform Child & Family Services (if the offense is related to parents) or local law enforcement (if the offense is outside the family). If the Headmaster determines that Child & Family Services should be contacted the parents will be contacted first and given the opportunity to report themselves and to provide contact information so that the Headmaster can verify the report has been made. If the parents do not provide contact information within 24 hours the Headmaster will report directly to Child & Family Services.

A child is never to be released to a stranger until the office and parents have been contacted.

HOURS - Full-time teachers are expected to be on campus 30 minutes before and after academy. For special situations see the Headmaster.

CROSSROADS CHRISTIAN ACADEMY AZ

-STATEMENT OF FAITH -

We believe in God the Father Almighty, Maker of heaven and earth; and in Jesus Christ His only Son, our Lord. Jesus Christ was conceived by the Holy Spirit, and was born of a virgin, Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hades, and on the third day He rose again from the dead. He ascended into Heaven, where He sits at the right hand of God the Father Almighty. From Heaven He shall come to earth again to judge the living and the dead. We believe in the Holy Spirit, one holy catholic church, the communion of all true saints, the forgiveness of sins, the resurrection of the body, and the gift of everlasting life. (Apostle's Creed)

- We believe that God reveals Himself through the creation, preservation, and government of the universe. We believe that God makes Himself more clearly and fully known through the Scriptures, which are the only inerrant and infallible Word of God, our ultimate and final authoritative rule for faith and practice. These Scriptures are made up of 66 books, from Genesis to Revelation, the authority of which depend not upon the testimony of any man or church and are all to be received as the Word of God.
- We believe that there is but one living and true God, eternally existent in three Persons of one power, substance, and eternity—Father, Son and Holy Spirit. He is perfectly wise, the overflowing fountain of all good. He is omnipotent, omnipresent, and omniscient. In all things He is limited by nothing other than His own nature and character. We believe the God we serve is holy, righteous, good, loving, and full of mercy. He is the Creator, Sustainer, and Governor of all that has been made.
- We believe in the true deity and full humanity of our Lord Jesus Christ, such that two distinct natures, divine and human, were inseparably joined together in one person, without conversion, composition, or confusion. We believe in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father and in His personal return in power and glory.
- We believe that Adam was made from the dust of the ground and formed after God's image and likeness, which was good, righteous, and holy. Because of Adam's sin all mankind is in a state of rebellion against God. For the salvation of such lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- We believe that salvation is by grace through faith alone, and that faith without works is dead. We believe that God freely justifies His own, not by infusing righteousness into them, but by pardoning their sins, and by accounting and accepting their persons as righteous, for the sake of Jesus Christ alone.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life, as the Spirit of Christ within us enables us to do freely and cheerfully what the will of God revealed in Scripture requires to be done. We believe that good works are only those which arise from true faith, conform to God's Word and are done for His glory.
- We believe God has appointed a day when He will judge the world in righteousness through Jesus Christ. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of damnation.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ. All who are united to Christ as Head of the Church are united to one another in love and have communion in each other's gifts and graces.
- We believe that God defined marriage as the life-long covenant between one man and one woman, and that all forms of sexual activity outside of marriage are sin.
- We believe that God immutably creates each person to reflect His image as male or female.

We welcome members who hold to traditional, conservative Christian orthodoxy and our statement of faith (above). Our board reserves the right to remove open members, in our sole judgment, as opposed to the above statement. We also welcome members to adopt this statement of faith for their organization if they wish.

Printed Name

Date

Signature