



School Care Ministry Description

General Description

Purpose:

- Provide nurturing supervision for all students in your care.

Hired by:

- The School Administrative Team

Line of Authority:

- Directly responsible to the School Administrative Team

Employee Acknowledgement of At-Will Employment:

- Offered and signed by the School Administrative Team

Evaluation Process:

- Performance will be evaluated by members of the School Administrative Team.
- Evaluation procedures will be in accordance with the school's policy on evaluation of At-Will personnel and the Employee Handbook.
- The criteria to be evaluated will be based on the contents of this ministry description.

Type of Position:

- Part-time, at-will employee
- Non-exempt from overtime regulations
- Hourly; paid on 15th and last business day of the month during months working

Hours:

- Approx. 17 hours weekly max (max)
- Before-School Care: 7:00-8:15 Every M-F when school is in session
- After-School Care: 2:30-5:30 (or until students are gone) Every M-Th school is in session

Rate of Pay and Benefits:

- Rate of pay is \$15 per hr.
- Benefits include 1 hour of paid sick leave for every 30 hours worked beginning on the 31st day worked

Required Spiritual Qualities:

It is expected that the School Care Supervisor...

- Is a born-again Christian, whose life is fully committed to Jesus Christ.
- Believes the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believes and actively supports the school's Statement of Faith (attached).
- Meets all the Basic Qualifications of Ministry of Legacy Christian School at Crossroads Church (attached).
- Adheres to the Lifestyle Statement of Legacy Christian School at Crossroads Church (attached).
- Consistently lives by the Declaration of Moral Integrity (attached).

- Evidences the fruit of the Spirit in dealing with people.
- Demonstrates a desire for spiritual growth as evidenced by their lifestyle and daily relationship with the Lord Jesus.
- Regularly attends a Bible-teaching church, whose fundamental beliefs agree with Legacy Christian School's Statement of Faith.

Required Personal Qualities:

It is expected that the School Care Supervisor demonstrates...

- A lifestyle of biblical integrity as a positive Christian role model
- A spirit of dedication, commitment, flexibility and responsiveness to needs
- A love for children
- A teachable spirit
- The ability to listen and respond to counsel

Essential Functions for the School Care Supervisor:

Basic Functions: It is expected that the School Care Supervisor will...

1. Willingly respect and submit to authority, following proper channels for reporting concerns or grievances, as well as following all standard operating procedures.
2. Work collaboratively with all staff and the School Administrative Team.
3. Willingly share ideas with school staff and the School Administrative Team.
4. Meet the typical, everyday stress that occurs in a school care supervisory setting with emotional stability, objectivity, optimism, and self-control.
5. Demonstrate loyalty to Legacy Christian School at Crossroads Church regarding its mission, vision, and designated authority structure.
6. Provide encouragement and support as appropriate for all school employees, as well as parents and students.
7. Maintain professionalism and modesty in personal appearance and demeanor.
8. Recognize the role of the parent as primarily responsible before God for their children's discipline and commit in partnering with them in this task.
9. Demonstrate the fruit of the Spirit as stated in Galatians 5:22, 23 as well as the qualities of courtesy, flexibility, integrity, gratitude, perseverance, enthusiasm, and punctuality.
10. Refuse to use or circulate confidential information inappropriately.
11. Notify a member of the School Administrative Team if unable to fully support any known school policy.

Attendance Functions: It is expected that the School Care Supervisor will...

1. Maintain attendance that is consistent and regular, arriving to school on time and leaving as scheduled.
2. Maintain a commitment to promptness.
3. Notify appropriate personnel immediately upon learning that you will be absent or late to work.

School Care Supervision: It is expected that the School Care Supervisor will...

Before Care:

1. Provide supervision for every student in your care, never allowing students out of your sight or leave to go to the restroom unsupervised.
2. Arrive prior to students arriving in the morning at 7:15 AM, supervise them until they are dismissed for school at 8:15 AM. and walk students to the classroom quad area.
3. Set out cones on designated spots in the before-school drop-off areas.
4. Require parents to check-in their students promptly and accurately each day on the provided forms in the binder, returning the binder to the office after each morning shift.

5. Use the clock in the School Care room to record check-in times.
6. Ensure all students follow school rules/guidelines for attitude and behavior.
7. Inform parents of any disciplinary issues upon their arrival. If it is during before-school are, notify the student's teacher or a member of the School Administrative Team.
8. Inform the school office of any severe or ongoing behavioral issues.
9. Before School time should be balanced with playing in the gym and quietly, seated at tables reading or playing board games, drawing, etc. Ensure students are settled down and ready to quietly transition into the classroom.
10. It is your responsibility to ensure the school care area is clean and orderly after each shift, and trash is emptied at the end of each day.
11. Prior to leaving, ensure all lights are off, windows, closed, doors locked, thermostat is on auto, and any window AC units are turned off.

After Care:

1. Provide supervision for every student in your care, never allowing students out of your sight or leave to go to the restroom unsupervised.
2. Arrive between 2:15-2:20 to set out cones in the upper parking lot on the designated spots for after-school pick-up. Unlock the two gates to the upper parking lot at 2:25.
3. Assist loading students into cars until the rush is over, but no later than 2:40.
4. Be prepared prior to students being dismissed at 2:45. Students will be escorted to the School Care room by their teachers.
5. Require parents to check-out their student promptly and accurately each day on the provided forms in the binder, returning the binder to the office after each afternoon shift.
6. Use the clock in the School Care room to record check-out times and for recording any minutes late for being picked up.
7. Ensure all students follow school rules/guidelines for attitude and behavior.
8. Inform parents of any disciplinary issues upon their arrival. If it is during before-school are, notify the student's teacher or a member of the School Administrative Team.
9. Inform the school office of any severe or ongoing behavioral issues.
10. If necessary, call parents and require them to come pick up their child immediately if the student's behavior warrants it, based on the guidelines given by the School Administrative Team.
11. Provide and enforce the directed time frame for homework/quiet time, snack time, play time, etc. These general timeframes will be provided by the School Administrative Team.
12. Serve only the approved and provided snacks.
13. Be aware of any allergy sensitivities and ensure no prohibited food items are given to any student with such allergies. This information will be provided by the school office.
14. Remain until every student has been picked up.
15. It is your responsibility to ensure the school care area is clean and orderly after each shift, and trash is emptied at the end of each day.
16. Prior to leaving, ensure all lights are off, windows, closed, doors locked, thermostat is on auto, and any window AC units are turned off.

Relational Functions: It is expected that the School Care Supervisor will...

1. Develop and maintain rapport with students, parents, volunteers, and staff that demonstrates friendliness, respect, dignity, and consideration.
2. Follow the biblical principles found in Matthew 5:23-24 and 18:15-17 in dealing with conflict, regardless of the source.
3. Maintain an open and teachable spirit when confronted by colleagues, parents and students, avoiding a response of defensiveness.
4. Always maintain issues of confidentiality.
5. Refuse to participate in conversations of gossip or any negative, inflammatory, or otherwise inappropriate speech.
6. Use Godly wisdom and discretion in sharing personal issues or topics with staff, parents, volunteers, or students.
7. Realize that your appearance, attitude, and relationship with students tend to communicate a message. Therefore, make every effort for it to be a positive one!

8. Ensure that you do not engage in any interaction or communication, including displays of affection, that may reflect even the appearance of impropriety or make students or parents feel uncomfortable in your presence. If you are not sure whether a particular comment or action may be appropriate, it is far better to avoid the behavior than risk negative consequences.

Supervisory Functions: It is expected that the School Care Supervisor will...

1. Be thoroughly familiar with all emergency and/or evacuation procedures.
2. Go beyond the enforcing of student rules by extending yourself into the area of prudent judgment; being responsible to assist in seeing that the actions of all students are always in keeping with the safety and well-being of all other students, staff personnel, facilities, and equipment.
3. Supervise students in school care as assigned.

School Representation Functions: It is expected that the School Care Supervisor will...

1. Recognize the need for positive public relations and represent Legacy Christian School in a Christ-like and professional manner to its constituents and the general public at all school functions.
2. Recognize that as an employee at Legacy Christian School your personal life apart from the school may also be under scrutiny by those around you while in the general public, thereby elicit a commitment to live your life as a Christian role model as stated in the Employee Lifestyle Statement.
3. Display a positive, Christ-like attitude toward your ministry, all students and parents, the staff, and the church's pastoral team.

Physical, Mental/Emotional, and Visual Functions: It is expected that the School Care Supervisor will...

1. Maintain the physical strength and endurance necessary in a daily school care environment.
2. Speak clearly and audibly, having adequate mastery of the spoken and written English language.
3. Possess mental and emotional stability, able to perform effectively under stresses produced in a typical Christian school care environment with children of various ages.
4. Meet the additional physical requirements required on the attached sheet.

Once a position has been offered and accepted, this document will be reviewed and signed.

This Ministry Description has been reviewed with me and I understand and agree to its contents.

Employee:

School Principal:

Print name

Print name

Signature

Signature

Date

Date



Hourly Support Positions Application

Thank you for your interest in Legacy Christian School. Please complete this application along with the accompanying documents and return them to the school office. After reviewing your application someone will contact you indicating whether or not we would like to move forward in the application process and schedule a personal interview.

Do Not Write In This Space
For Office Use Only

Date Received _____

Interview _____

Status _____

Background Check _____

Notes _____

A quality staff is critical to the success of this ministry; therefore, our desire and commitment is to accurately determine whom God is calling to serve here. We are seeking applicants who are professionally qualified, spiritually grounded, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application, and are grateful for your interest in Legacy Christian School. We pray for God's clear leading in your life in regard to where He would have you minister.

Please type or print all information neatly and legibly!

Date available to begin _____ Position desired _____

Days Available _____ Hours you would be available to work _____

PERSONAL INFORMATION

Name _____

If you have used another name please indicate: _____

Address _____

City _____ State _____ Zip Code _____

Home Phone _____ Work Phone _____ Please do not call at work

E-Mail Address _____

Please give a brief explanation as to why you are applying for this position _____

SPIRITUAL INFORMATION

What church do you currently attend? _____ How Long? _____

Church Address _____

How often do you attend? _____

Pastor's Name _____ Phone Number _____

Describe your routine of personal Bible reading, study, and prayer. _____

Please include a written, or typed, testimony of your Christian life and walk, including your conversion experience on a separate paper. Please limit it to a maximum of one page. In addition, also briefly explain your understanding of how a person becomes a Christian and on what basis a person gains entrance into heaven. Please use any scripture you are familiar with that supports your understanding.

Do you believe the Bible to be the **only** inspired and infallible Word of God? Yes No

Do you believe the Bible to be our final authority in **all** matters of faith, conduct, and truth? Yes No

Have you read and do you agree with Legacy Christian School's Statement of Faith? Yes No

Please explain any differences on a separate paper.

QUALIFICATION INFORMATION:

Please describe the experience, skills, abilities, etc. that you believe qualifies you for this position. _____

EMPLOYMENT EXPERIENCE (This information must be completed in full unless already included in your resume.)

Begin with your most recent employer and work backwards for the past three employers or 10 years max.

Dates Employed	Name & Address of Employer	Full-Time Part-Time	Name of Supervisor
From To Mo/Yr. Mo/Yr. _____ _____	_____ _____ _____	<input type="checkbox"/> <input type="checkbox"/>	_____ Phone: _____ Email: _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? _____
Responsibilities/Duties: _____ _____			
Reason for Leaving: _____			

Dates Employed From To Mo/Yr. Mo/Yr. _____ _____	Name & Address of Employer _____ _____ _____	Full-Time Part-Time <input type="checkbox"/> <input type="checkbox"/>	Name of Supervisor _____ Phone: _____ Email: _____ _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? _____
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Responsibilities/Duties: _____

Reason for Leaving: _____

Dates Employed From To Mo/Yr. Mo/Yr. _____ _____	Name & Address of Employer _____ _____ _____	Full-Time Part-Time <input type="checkbox"/> <input type="checkbox"/>	Name of Supervisor _____ Phone: _____ Email: _____ _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, why? _____
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Responsibilities/Subjects Taught: _____

Reason for Leaving: _____

REFERENCES (This information must be completed in full unless already included in your resume.)

Do not list family members or relatives for references.

Please list three references that can speak of your qualifications/experience for this position.

1.	<u>Name</u>	<u>Address, including zip code</u>	()	<u>Phone</u>	<u>Relationship</u>
1.	_____	_____	()	_____	_____
2.	_____	_____	()	_____	_____
3.	_____	_____	()	_____	_____

Please list three references qualified to speak of your relationship to the Lord Jesus, and your Christian service.

1.	<u>Name</u>	<u>Address, including zip code</u>	()	<u>Phone</u>	<u>Relationship</u>
1.	_____	_____	()	_____	_____
2.	_____	_____	()	_____	_____
3.	_____	_____	()	_____	_____

Criminal History Background Check:

Have you ever been convicted or subject to adjudication for conduct involving a felony, assault crime, drug crime, or theft?

Yes No If yes, when, where, which court, and what was the deposition? _____

Certification and Agreement: (Please read entirely and carefully)

I understand that Legacy Christian School at Crossroads Church 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 I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Legacy Christian School at Crossroads Church to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who 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 position.

I authorize my former employers and any other references 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, all other 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 may be working with children, I understand that I may be required to 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 conditional until the school has received the background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

I understand that this is only an application for employment and that no employment or employment contract is being offered at this time.

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

Applicant's Name Signature

Date



STATEMENT OF FAITH

Legacy Christian School is a ministry of Crossroads Church and the following Statement of Faith reflects the foundational beliefs upon which Crossroads Church functions and Legacy Christian School is founded. These will not be compromised in any way.

A. Doctrine of God

We believe there is only one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. Each distinct from the Other, and Each is fully God, yet They are perfectly harmonized in Their Triune Being.

B. Jesus Christ

We believe in the deity of our Lord, Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His future return to this earth in power and glory, and His present life for us as High Priest and Advocate.

C. The Holy Spirit

We believe in the threefold work of the Holy Spirit: that He seeks out and brings the lost to salvation; that He sanctifies the believer; and that He baptizes the believer into the body of Christ, giving spiritual gifts to the Christian for service. We believe the continuance of gifts as found in 1 Corinthians 12:4-11. We believe that the Holy Spirit is our Comforter, Teacher, and guarantee of our inheritance.

D. The Bible

We believe the Bible to be the inspired and only infallible and authoritative Word of God. We believe the Scriptures of the Old and New Testament as being verbally and completely inerrant in the original writings and of supreme and final authority in faith and life. We believe that God has not added to, deleted from, or altered the canon of the Bible with subsequent writings and revelations.

E. Salvation

We believe that the lost and sinful man must be saved, and that man's only hope of redemption is through the shed blood of Jesus Christ, the Son of God. We believe that the Lord Jesus Christ died for our sins according to the Scripture as a representative and substitutionary sacrifice, and that all who have faith in Him are redeemed and justified on the grounds of His shed blood. We believe that salvation is by grace, through faith, and is a free gift from God. It is not attained by our own works. Therefore, it cannot be earned by good works apart from faith. We believe that regeneration by the Holy Spirit is absolutely essential for personal salvation.

F. Spiritual Gifts

We believe that God utilizes ALL the spiritual gifts as given in Scripture, in accordance with His perfect will. We believe each Christian is endowed with both general gifts and specific gifts. Each believer is unique unto the Lord, and each is uniquely gifted. It is our job as believers to discover our gifts and use them in our service both to God and to each other. We believe in the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. We believe that the filling of the Holy Spirit is a baptism of power and is given to all believers who ask for it.

The primary, initial characteristic of the filling of the Holy Spirit is a release of LOVE in and through the life of the believer. Other signs may accompany this, but Love is the essential one.

G. Resurrection

We believe in the bodily resurrection of both the just and the unjust; the everlasting blessedness of the saved, and the everlasting conscious punishment of the lost along with Satan and his fallen angels.

H. Unity

We believe in the spiritual unity of all true believers in our Lord Jesus Christ.

I. Eschatology

We believe in the blessed hope, which is the rapture of the church at Christ's coming in the air. We believe that Christ will return to the earth physically to setup His kingdom before the millennium begins.

J. Man

We believe that man was created in the image of God; that man sinned and thereby incurred not only physical death but also spiritual death (separation from God) and that all human beings are born with a sinful nature, and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed.

K. Healing

We believe that the redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer, yet only in accordance with God's perfect will.

L. Satan and Demons

We believe in a literal devil and his host of fallen angels, and that he is at work in the world today. We believe that Satan is a created being, and as such he is limited in presence and power. We believe that Satan has no power over true believers. He can affect his confusion on Christians only as permitted by God, through which we are to be tested and found true, and by which we are to grow in faith and wisdom, to the praise and glory of our LORD.

M. Human sexuality

Legitimate sexual relations are exercised solely within marriage. Hence, sexual activities outside of marriage (referred to in the New Testament as "porneia") including but not limited to, adultery, premarital sex, homosexuality, and pedophilia are inconsistent with the teaching of the Bible and the Church. Further, lascivious conduct, transgender behavior, and the creation and/or distribution and/or viewing of pornography, are incompatible with the biblical witness.

N. Marriage

Marriage has been ordained by God. This school defines "marriage" as the exclusive covenantal union of one naturally born man and one naturally born woman in which such union is a lifetime commitment. A civil government's sanction of a union will be recognized as a legitimate marriage only to the extent that it is consistent with the definition of "marriage" found in these Articles.

I wholeheartedly agree with the entirety of this Statement of Faith as written.

Applicant's Name (Please Print)

Applicant's Signature

Date



Employee Lifestyle Statement

Legacy Christian School at Crossroads Church is a religious, nonprofit organization representing Jesus Christ throughout the local community. As such, all employees are required to be born-again Christians (Romans 10:9-10) who:

- Are committed to a biblical philosophy of life conducting themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.
- Serve as **Christian role models** (I Tim. 4:12) both on and off school grounds to students (Luke 6:40), and as an example to parents and fellow staff members in judgment, dignity, respect, submission to authority, and Christian living (Eph. 4:1-3; II Tim. 2:22-24; I Peter 1:13-16; 2:13-17; Titus 2:6-8). This includes, but is not limited to, the refraining from such activities as the use of illicit drugs, vulgar and profane language (Col. 3:17; Titus 2:7-8; I Thess. 2:10, 5:16-18, 21-23; Eph. 4:17-5:21; Rom. 12: 9-21) gluttony, and drunkenness and the misuse of alcohol (Eph. 5:18, Prov. 20:1, 23:20, 21, 29-35). Always keep in mind the counsel found in James 3:1 regarding becoming a teacher in that those who teach “will be judged more strictly”.
- Follow the biblical teaching that our “Christian liberties”, or “freedom in Christ”, should not lead to indulgence over moderation (Gal. 5:13-15; I Peter 2:16; Eccl. 7:18), being bound, controlled, or addicted to anything (Rom. 6:11-22; I Thess. 4:1-12; Rom. 8:8-17, 13:14), and must not take precedent over the good of others, as we should not become a stumbling block (Rom. 14:1-15:6; I Cor. 10:23-11:1). This could include the use of alcohol and tobacco so while we do not require abstinence in the use of these things, we do expect a maturity that exhibits sensitivity, wisdom, discernment and caution regarding them as well as any practices that would cause someone to stumble because of your example.
- Agree that the Bible dictates the standards for sexual behavior. The unique roles of male and female are clearly defined in Scripture. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a **Christian role model**. (Matt 5:27-28; Romans 1:21-27; I Cor. 6:9-20, 10:8; Gal. 5:19-21; Eph. 4:17-19, 5:3-5; I Thess. 4:3-8; Prov. 5:1-23; Col. 3:5). Agree that biblical marriage is limited to a covenant relationship between a natural-born man and a natural-born woman as stated in our Statement of Faith.

Legacy Christian School at Crossroads Church employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. The goal is that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

I acknowledge receipt of this document and if hired agree to adhere to its contents as stated.

Signature

Date



Declaration of Moral Integrity

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

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant's Name

Date

Administrator's signature *after* discussion with applicant/volunteer

Date

"Honor marriage and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex." (Hebrews 13:4, *The Message*)

"A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher." (Luke 6:40, AMP)