

**ATTENTION: First download and save the enrollment application to your device BEFORE filling it out!**

There are multiple signature lines required and Adobe will only allow you to use their signature function if you've saved and re-opened the document first! Please let the office know if you have any questions!



Dear Teacher Applicant,

Thank you for your interest in teaching at Legacy Christian School at Confluence Church. We are located on the campus of Confluence Church in Auburn, CA. We are a small K-8 Christian School of approximately 125 students. We are a discipleship-centered school committed to applying the Truths of God's Word to our students' daily lives as well as throughout our curriculum at every grade level. We expect every teacher, at every grade level, to provide a learning environment that is fun, multi-sensory, engaging, and appropriately challenging.

Our application process includes several layers prior to offering employment:

1. Submission of the enclosed application packet.
2. If there is continued interest on our part an interview will be scheduled.
3. After that interview, if we are prayerfully considering offering employment, a second interview may be scheduled prior to making any offer.

We look forward to receiving your application, as well as answering any questions you might have along the way. Please feel free to contact us with any questions.

In His Service,

Greg Friesen, School Principal

Christina Cross, Assistant Principal

Ken Kessenich, School Administrator

📍 1101 AUBURN RAVINE RD, AUBURN, CA 95603 ☎ (530) 537-2401

✉ INFO@LEGACYSCHOOLAUBURN.COM 🖨 LEGACYSCHOOLAUBURN.COM



## General Application Information-2026-2027 Openings

### 2026-2027 Open Teacher Positions:

- Possible 2<sup>nd</sup> grade job-share teacher-Inquire about specifics; or a full-time 2<sup>nd</sup> grade teacher
- Full-time 3<sup>rd</sup> grade teacher
- Possible additional full-time lower elementary teacher positions may be available

### Basic School & Classroom Information:

- Legacy is a small, private K-8 Christian school of approximately 120 students.
- Legacy is a ministry of Confluence Church but organized independently as our own non-profit corporation with separate finances and finance board.
- K-5<sup>th</sup> grades are self-contained classrooms with art and PE taught by the classroom teacher.
- Class size maximums are 15 for K-1, 16 for 2-4, and 18-20 for 5<sup>th</sup>-8<sup>th</sup> depending on the classroom size.
- Legacy is on a trimester grading schedule with two days of non-school parent/teacher conferences after the first and second trimesters.

### Requirements for Employment: All employees...

- Must have accepted the Lord Jesus Christ as their personal Lord and Savior.
- Must wholeheartedly agree with the entirety of our Statement of Faith (see included).
- Must meet all of the Basic Qualifications for Ministry (see included).
- Must be committed to a biblical philosophy of life as described in the Employee Lifestyle Statement and Declaration of Moral Integrity (see included).
- Must pledge to support and cooperate with our vision, mission, purpose and educational philosophy (see included).
- Must meet all of the required qualities and perform all of the essential functions of their position as described in the Ministry Description for their position (see included).
- Must pass all background checks and meet all other requirements associated with their position.

### Educational Requirements:

- Teacher applicants must minimally possess a Bachelor's Degree.
- While desired, a valid teaching certificate is not required.
- Must be able to explain and verify what qualifies you to teach at the grade level you Are applying for

### Desired Attributes and Qualities:

- Loves children, patient, caring, respectful, genuine humility
- Not easily discouraged, dedicated, steady, consistent
- Enthusiastic, positive, engaging, relational
- Solid command of content, uses a variety of creative and effective instructional strategies, knowledgeable of the different ways students learn, a lifelong learner, open and receptive to feedback and correction
- Punctual, committed to excellence, possesses good judgment
- Effective classroom manager, disciplines skillfully, lovingly, and consistently
- Not easily offended or quick to judge others, friendly and gets along well with others

- Good communicator, competent with technology necessary for classroom use
- Able to maintain a neat, orderly, and creative classroom
- Expects the best from every student and believes in their ability to succeed

### **Salary & Benefits:**

- The current salary range for full-time classroom teachers is \$36,500-\$43,000 per year and is paid over a 12-month period beginning with the August 15<sup>th</sup> pay period and concluding with the July 31<sup>st</sup> pay period. Salary increases for the 2026-27 school year have not yet been finalized.
- Paydays are the 15<sup>th</sup> and last day of each month.
- Benefits include:
  - 100% tuition and reg fee discount for all children of full-time teachers. There is a \$375 curriculum fee per child due to cover the cost of curriculum.
  - Ten (10) paid leave days in addition to paid vacation days listed on the school calendar.
  - Two (2) professional days may be taken for professional growth and development with prior administrative approval.
  - At this time there are no medical, dental, or vision benefits available. However, it is our desire to provide these benefits as funding becomes available.

### **Curriculum & Instructional Methodology Expectations:**

- Curriculum includes materials from ACSI, Modos Press, Bob Jones, Foundations, Institute for Excellence in Writing, Big Ideas Math, Mystery Science, and Summit Ministries.
- We expect all teachers, regardless of grade level or subject matter, to consistently implement effective instructional methodologies consistent with our Core Beliefs, which include multi-sensory, engaging, active, fun, and appropriately challenging methodologies and activities.

### **School Calendar for Teachers:**

- New teachers will report for in-service on Monday, August 3<sup>rd</sup>.
- School begins August 24<sup>th</sup> and ends June 4<sup>th</sup>.
- Teachers report the week of June 7<sup>th</sup> to complete report cards and a summer check-out packet.

### **Weekly/Daily School Schedule and Structure:**

- School hours are 8:30-2:30 Mon-Thurs and 8:30-12:00 on Fridays.
- The traditional academic week is Mon-Thurs.
- Fridays are called Enrichment Fridays and are structured as follows:
  - Regular academic instruction until about 11:00
  - Special enrichment projects and activities from about 11:00-12:00
  - Field Trips-generally field trips should be scheduled on Fridays as much as possible
  - Special guests may also be scheduled by individual teachers for enrichment activities
  - All-day teacher in-services are scheduled two to three times a year on Fridays, in which case students would have the day off.
- Teachers will generally be expected to:
  - Be at school from 7:30-3:15 unless otherwise indicated.
  - Attend daily staff prayer/devotions
  - Participate in all scheduled Friday afternoon staff meetings unless excused in advance.
  - Attend all scheduled after-school/evening school functions

**For questions or more information contact Greg Friesen (school principal) at:**

**Email:** [greg@legacyschoolauburn.com](mailto:greg@legacyschoolauburn.com)

**Website:** [www.legacyschoolauburn.com](http://www.legacyschoolauburn.com)



## **Basic Qualifications for Ministry**

All school employees and board members must have accepted Jesus Christ as their personal Lord and Savior (Romans 10:9-10) and demonstrated a conviction that God has called them to minister and serve here. They must also demonstrate a consistent outward evidence of inward Christian character (1 Tim. 4:12); and adhere to our Statement of Faith and all moral and ethical standards and mandates of Legacy Christian School at Crossroads Church.

Their total lifestyle (values, attitudes, priorities and practice) should demonstrate a love for the Lord Jesus Christ as evidenced by a commitment to live in obedience to His Word (John 14:15). Each position of responsibility within the school is to be assigned according to the individual's strengths, calling, and potential effectiveness. Everyone involved in ministry of any type at Legacy Christian School at Crossroads Church, whether serving on the school board or as an employee, must meet the basic qualifications below. Additional qualifications for each specific assignment are listed within each specific ministry description.

### **Called to Serve:**

- Be able to share how they have felt called to serve, and in what capacity, at the school
- Possess a genuine love for God, a commitment to personal and professional growth, and a love for students under their care
- Committed to doing their very best from a pure motivation of the heart to bring glory to God (1 Corinthians 10:31)
- Respectfully submit to those in authority over them

### **Servant:**

- Seek to demonstrate a Christ-like attitude of servant hood (Philippians 2:5-7)
- Work under authority without pride or self-interest, relating well to those within their sphere of influence

### **Professional:**

- Employees agree to abide by requirements set forth in the Employee Handbook, as well as any additions made by the School Administrative Team during the current school year. They agree to cooperate in every way with the school authorities and adhere to the policies adopted by Legacy Christian School.
- Employees acknowledge and agree to mandated child abuse reporting requirements
- Strive to present themselves as worthy unto the Lord; their appearance, demeanor, and speech should communicate competence, respect, and professionalism
- Agree to follow a biblical pattern in avoiding and resolving personal conflicts and always giving a good report; appropriate confidentiality will be observed regarding pupil, parent and school matters; observe the biblical principles found in Matthew 5:23-24 and 18:15-17 regarding conflict resolution
- Avoid a negative, critical spirit
- Take problems to the Administrative Team as necessary and appropriate

### **Christian Role Model:**

- Serve as a Christian role model both on and off school grounds to students, and as an example to parents and colleagues; this includes, but is not limited to, refraining from such activities as the use of illicit drugs, vulgar and profane language, and drunkenness and the misuse of alcohol
- Committed to what is beneficial and constructive placing the good of others before themselves (1 Cor. 10:23-24)
- Agree to faithfully attend a Bible teaching church, one whose fundamental beliefs agree with Legacy Christian School's Statement of Faith



## 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** both on and off school grounds to students, and as an example to parents and fellow staff members in judgment, dignity, respect, submission to authority, and Christian living. This includes, but is not limited to, the refraining from such activities as the use of illicit drugs, vulgar and profane language, gluttony, and drunkenness and the misuse of alcohol. 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”. (I Tim. 4:12; Luke 6:40; Eph. 4:1-3; II Tim. 2:22-24; I Peter 1:13-16; 2:13-17; Titus 2:6-8; 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; Eph. 5:18, Prov. 20:1, 23:20, 21, 29-35)
- Follow the biblical teaching that our “Christian liberties”, or “freedom in Christ”, should not lead to indulgence over moderation, being bound, controlled, or addicted to anything, and must not take precedent over the good of others, as we should not become a stumbling block. 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. (Gal. 5:13-15; I Peter 2:16; Eccl. 7:18; Rom. 6:11-22; Rom. 8:8-17; Rom 13:14; Rom.14:1-15:6; I Thess. 4:1-12; I Cor. 10:23-11:1)
- 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**. 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. (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).

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



## STATEMENT OF FAITH

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

### A. 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.

2 Timothy 3:15-17, 2 Peter 1:21

### B. 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.

Genesis 1:1, Deuteronomy 6:4, Matthew 28:19, John 10:30, 1 Corinthians 8:6

### C. 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.

Matthew 1:23, Mark 16:19, Luke 1:34-35, John 2:11; 10:33; 11:25; 14:6, Acts 1:11, 1 Corinthians 15:3,4, Hebrews 4:15; 7:26, Revelation 19:11-13, 14-16, Isaiah 7:14

### D. 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 in 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.

John 14:26; 16:7-11, Acts 1:8, Romans 8:1-11, 1 Corinthians 12:4-11, Galatians 5:22, Ephesians 1:13-14; 4:4-5

### E. Salvation

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.

We believe that 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.

John 3:16-19; 5:24, Romans 3:23; Romans 5:8-9, Ephesians 2:8-10, Titus 3:5

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. The Spirit is given to all who believe, and we should seek the filling and empowering of the Spirit. 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.

Romans 8:13-14; 12; 1 Corinthians 3:16, 6:19-20; 12; 14; Ephesians 4:30, 5:18

G. Marriage

Marriage has been ordained by God. This church 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 by the church only to the extent that it is consistent with the definition of "marriage" found in these Articles.

Genesis 2:24; Matthew 19:4-6; Ephesians 5:22-33; 1 Corinthians 7:1-5 and 10-16

H. Human Sexuality

We believe the Bible teaches legitimate sexual relations are exercised solely within marriage. Hence, sexual activities outside of marriage are inconsistent with the teaching of the Bible and the Church.

Genesis 2:24; Romans 1:24-32; 1 Corinthians 6:18-20; 1 Thessalonians 4:3-5; Hebrews 13:4

I. Men in Pastoral Leadership

We hold a complementarian view of men and women in the church, recognizing that while women may serve the church in a myriad of ways, the Bible requires that an elder/pastor be a man meeting specific biblical qualifications.

1 Timothy 2:11-15; 1 Timothy 3:2-7; Titus 1:5-9

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

---

Applicant's Name (Please Print)

---

Applicant's Signature

---

Date



### **What Is Our Vision?**

For every student to reach their God-given potential in every area of their lives.

### **What Is Our Mission?**

- To provide a loving and biblically-based educational experience with a Christian worldview, maximizing every student's God-given style of learning.
- To love and disciple them so that they become the individual God had in mind when He created them.

### **Who Are We and What Is Our Purpose?**

- Legacy Christian School is an evangelical, financially independent, Christian school serving families from Auburn and surrounding communities.
- The school serves as a ministry of Crossroads Church as an extension of the children's ministry.
- We are a non-profit 501(c)(3) corporation and financially independent from Crossroads Church.

We exist to provide a well-balanced, loving and biblically-based educational experience. As students grow, our prayer is that they will experience the love of God through us and discover the plans and purposes God has for them. Our goal is to have students experience the love of Jesus daily and see all their work as "ministry" regardless of their career, living every phase of their lives in a manner that brings glory and honor to the Lord Jesus Christ.

### **What Are Our Core Beliefs?**

1. Students are more than just "students." They are children, loved and valued by Jesus. As such, they are to be loved and valued by us as well. This is central to everything we do.
2. The home, church and the school should complement each other: promoting children's spiritual, intellectual, emotional, social and physical growth.
3. Parents have a God-given responsibility for the education of their child. Our staff shares this responsibility as "*in loco parentis*" when students enroll at Legacy.
4. The discipleship of each child is an intentional commitment to living, modeling, and applying God's Word for them on a daily basis rather than an academic pursuit of biblical knowledge.
5. The education of students at Legacy must be in accordance with the Word of God.
6. Children thrive and learn best in an environment where they feel safe, valued, and are unconditionally loved; our priority is to provide such an environment.
7. God has given differing abilities and styles of learning to every child. Therefore, learning should not only include a variety of multi-sensory and engaging activities, but be active, fun and challenge students appropriately based on their abilities.
9. Children should be engaged in intensive learning while at school and "homework" kept to a minimum. Homework should be primarily for review and reinforcement, age-appropriate, and purposeful.

10. As we grow, providing enrichment opportunities in academics, the arts and sports play an important role in each child's education.
11. Our teachers must be well-trained and gifted by God to teach, nurture, and disciple their students spiritually, intellectually, emotionally, socially and physically.
12. All those ministering at Legacy Christian School are to be transformed by the renewing work of Jesus Christ in their lives rather than conformed to the world and its values. They must recognize their responsibility to exemplify a Christian lifestyle to our students and their parents in our society.

## **What Is Our Educational Philosophy?**

### **Academics**

While some aspects of Legacy Christian School are somewhat nontraditional in their approach, we are committed to providing every student with the educational experiences necessary in order to succeed at whatever God calls them to do. Our commitment is that our students meet, and in many cases exceed, California State standards as well as experience overall academic success. These are foundational goals within our philosophy of education. It is our goal to provide a well-rounded, balanced, educational experience for every student.

In today's world, technology plays a part in most everything we do. Therefore, our goal is to utilize technology in student learning when and where appropriate and with a balanced approach. Our goal is to cultivate within each student an understanding of how to learn, how to utilize the abilities God has given them and develop a love for learning. With these overarching goals in mind, our goal is for our academic program to become a powerful tool in the hands of our teachers.

### **Discipleship**

Our conscious commitment is to see Jesus Christ as the center of education. Our goal is to love, educate and develop young people who will grow in all aspects as Jesus Himself grew, mentally, emotionally, physically, spiritually, and socially, as stated in Luke 2:52. Our desire is to develop disciples as Jesus commanded in Matthew 28:19 as a part of *The Great Commission*. Vine's Exp. Dictionary defines a disciple as "a learner, one who follows one's teaching...they are spoken of as imitators of their teacher." It is our passionate desire that in a caring, nurturing and safe environment we teach and model the love and truths of Jesus in such a manner, that our students become disciples, or imitators, of Jesus Christ as referenced in John 8:31, 32, "*If you abide in my word, you are my disciples indeed. And you shall know the truth, and the truth shall make you free.*"

### **The Arts**

Our goal is to develop an interest in the arts and provide opportunities for students to explore and develop the desires and abilities God has given them. This development should not only focus on the artistic gifts that students already possess but also in cultivating yet undiscovered gifts as well. Whether it is music, painting, sculpting, dance, drama or many other art forms, our desire is to nurture growth in all these areas. Providing opportunities which showcase students' talents are essential in sharing the God-given gifts students possess. As we encourage and develop these gifts within our students, God may choose to use these gifts in pointing a lost world to Christ.

### **Athletics**

Our goal, as we continue to grow and student enrollment and interest allows, is to also develop interest in sports and provide opportunities for students to explore and develop their God-given desires and abilities. While our goal is to strive for excellence, we believe in a balanced approach of providing opportunities for participation and developing character, rather than just focusing on wins and losses. Our goal will be to provide experienced, Godly coaches, uniforms and proper equipment for all athletic programs. We want Godly, well-trained athletes to develop their talents and live out their faith by their conduct within their given sport regardless of their grade level. Their Christian worldview will be challenged as they work at balancing their desire to excel individually with sportsmanship, self-discipline, and teamwork. Our commitment is to diligently work toward developing the whole person while participating in our athletic programs.

## What Are Our Educational Goals?

- A. Our students will accept Jesus Christ as their Lord and Savior and be filled with the Holy Spirit.
- B. Our students will experience the love of Jesus in their life and love others in the same manner.
- C. The moral and ethical teaching of God's Word will manifest in our students conduct.
- D. Our students will learn to think for themselves and stand up for their personal convictions in the face of pressure, while at the same time respecting the views of others.
- E. The ability to work independently and cooperatively in applying themselves to their various responsibilities and convictions will be taught and cultivated in our students at appropriate grade levels.
- F. Our students will become increasingly aware that whatever God's leading may be for them, it is the calling of highest service and must be perceived as their "ministry" before God.
- G. Students will come to understand that God gave man the ability to be creative. Therefore, they will learn to develop and channel their creative abilities within the framework of God's Word.
- H. Each student will learn to perceive and evaluate all creation, both God's and man's, within the framework of God's Word.
- I. The knowledge, skills and attitudes necessary to function and contribute to society will be acquired by all students. To these ends, they must be taken beyond the acquisition of basic knowledge and recitation of facts while demonstrating competencies in:
  - 1) mathematical computation, application, and critical thinking
  - 2) reading and literature
  - 3) well-developed writing and verbal communication skills
  - 4) basic scientific and technological processes
  - 5) an overall scope of history and important historical dates, events, and figures
  - 6) geography and the social sciences
  - 7) developing and maintaining a healthy mind and body
  - 8) participating in and understanding the value of the fine arts
  - 9) technology and its uses as opportunity allows
  - 10) basic Bible knowledge and application
  - 11) evaluating and examining values and worldviews against the biblical standards of truth
  - 12) listening, analyzing, reasoning and creative-thinking skills
  - 13) understanding how to learn and developing and maintaining the role of a lifelong learner
  - 14) functioning effectively and responsibly as a Christian role model as it relates to being a citizen and consumer

**I acknowledge that I have received and read this Statement of Legacy's Vision, Mission, Purpose & Philosophy. I pledge to give my support and cooperation to Legacy Christian School at Crossroads Church regarding these statements.**

---

Applicant's Name (Please Print)

---

Applicant's Signature

---

Date

# TEACHER APPLICATION LEGACY CHRISTIAN SCHOOL

Do Not Write in This Space  
For Office Use Only

Date Received \_\_\_\_\_

Background Check \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Interview \_\_\_\_\_

Status \_\_\_\_\_

## Personal Information:

Today's Date \_\_\_\_\_

Date Available \_\_\_\_\_

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 \_\_\_\_\_ Grade Levels Applying For \_\_\_\_\_

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

## Christian Background & Beliefs:

What church do you currently attend? \_\_\_\_\_ How Long? \_\_\_\_\_

Church Address \_\_\_\_\_

Are you a member?  Yes  No H How often do you attend? \_\_\_\_\_

Pastor's Name \_\_\_\_\_ Phone Number \_\_\_\_\_

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

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

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

Are you capable of teaching Bible as a subject to the age group of students you are applying to teach? If yes, on what basis?

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 fully support Legacy Christian's Statement of Faith?  Yes  No

**Please explain any differences or disagreements briefly on a separate paper.**

### **Salvation:**

On a separate sheet of paper, explain 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. Please include your testimony of your Christian life and walk, including your conversion experience (1-page max).

### **Christian Lifestyle:**

We live in a pluralistic society with many conflicting beliefs and values. As a teacher in a Christian school your students may ask you specific questions about a variety of issues. Your answers most likely will come from your personal convictions; and therefore, we need to know the views of those that would desire to teach at Legacy Christian School. We also need to be assured that our teachers and staff will exemplify Christ's character by being positive Christian role models for the students they minister to. Please attach a typed summary of your personal convictions toward each of the following: Please limit each topic below to a maximum of one-half page.

1. Human sexuality as it pertains to premarital sex, adultery, abortion, homosexuality, pornography
2. Marriage and the role gender plays in a marriage
3. The origin of the earth and mankind
4. The use of alcohol, tobacco, or drugs
5. Do you presently use any tobacco products, alcoholic beverages, or drugs?  Yes  No If yes, please describe your use. Also discuss your perspective on what the Bible says about the use of such products as well as the appropriateness of a teacher in a Christian school using such products. (Total abstinence from alcohol consumption is not a requirement of employment.)

### **Educational Philosophy:**

Please type succinct, yet complete, answers for the following questions on a separate sheet of paper:

1. Please summarize your philosophy of education by highlighting and elaborating briefly on the following:
  - What you believe to be the roles of both the teacher and the student in the learning process
  - How to create a desire and excitement within students for learning.
  - Describe what an effective classroom atmosphere and environment looks and sounds like, how you create it, and how you maintain it.
  - Explain how you will assess your student's academic progress, the tools and processes you prefer to use, as well as when and how often you typically assess.
2. Please describe your experiences and preferences with the following.
  - What methods of instruction do you prefer and why?
  - What types of learning activities would you want to implement?
  - What kind of tools and resources would you want use?
  - Is it important for your students to enjoy your class? If it is, how will you accomplish this and if not, why not?
3. What is the role of biblical integration within the curriculum, and, if important, how might you effectively integrate biblical principles within your teaching?
4. What do you think is the difference between teaching a Bible class and being involved in discipling students at the grade level(s) for which you are applying? Include some specific examples.
5. How would you describe your classroom management style and the importance it plays in the classroom? Include the following:
  - The role rules and procedures play and the differences between them
  - The expectations you have of your students both procedurally and behaviorally
  - What classroom control looks, feels, and sounds like to you, and how you develop and maintain it
6. Have you recognized any leading of God in your life specifically toward Christian schools as opposed to public, or other types of private schools? Please explain.
7. What experience, talents, or gifting do you have in what we call enrichment activities, such as art, music, PE, foreign language, drama, etc. that you could incorporate into your teaching?

8. Legacy Christian School is a ministry of Crossroads Church. Students from a variety of denominations may be enrolled as well as perhaps some students that are not regularly involved in a church. How would you handle a student's question if it seemed theologically controversial or the family might hold to a different viewpoint than your own (i.e., the role and gifts of the Holy Spirit, the eternal security of a believer, etc.)?
9. What are your strengths and God-given gifts that will help you minister effectively in a Christian school setting?
10. What are some areas where personal growth is still needed that God has been showing you?
11. Please summarize any additional information that you believe would be relevant to your candidacy for this position.

**Employment History:** (Begin with current or most recent position and work backward for the past 10 years. If necessary, attach a separate paper and include the information requested below.)

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?
--	---	--	--

Responsibilities/Subjects Taught:

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?
--	---	--	--

Responsibilities/Subjects Taught:

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?
--	---	--	--

Responsibilities/Subjects Taught:

Reason for Leaving:

**Professional Qualifications:**

**Education & Degrees:**

College or University	Location	Degree Granted	Date Granted

Number of graduate credits earned after your bachelor's degree \_\_\_\_ Sem. \_\_\_\_ Qtr. \*Attach copies of all transcripts

Do you have a valid teaching license?  Yes  No If yes, for which state? \_\_\_\_\_ If yes, please attach a copy

**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 qualified to speak of your teaching abilities.

<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.

<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 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 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 (Please Print)

---

Applicant's signature

---

Date

# **STOP!!**

## **Please Note:**

The information and documents that follow should not be signed and returned as part of your application packet. They are included simply for information and review at this time. If employment is offered, you will be asked to sign them after review and discussion with the School Principal. Legacy's Administrative Team has intentionally provided extensive detail in our application packet so that teacher candidates are fully informed of our expectations and the culture of our school prior to submitting an application. Our desire is to provide as much detail as possible about the vision God imparted on us from the inception of the school, what we are committed to as a school family, and transparency in the expectations we possess for our teachers at the outset of your inquiry.

We do possess high standards for everyone on our Legacy staff, just as God holds us all to a higher standard in the ministry of educating, teaching, and discipling young children. However, please know that perfection is not the standard nor are unreasonable expectations. Our Legacy staff operates very much as a family, and collaboration is an essential and daily part of our routine, as is the ongoing support and encouragement of one another! We desire to hold all those who minister here to a level of accountability bathed in love, grace, and encouragement with a focus on growth and improvement.



## Classroom Teacher Ministry Description

### General Description

#### Purpose:

- Teach students to learn the attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible citizens in a manner that brings praise and glory to God.

#### Hired by:

- The School Administrative Team

#### Line of Authority:

- Directly responsible to the School Administrative Team

#### Ministry Covenant:

- Offered and signed by the School Administrative Team

#### Evaluation Process:

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

#### Type of Position:

- Full-time or Part-time, contracted employee
- Exempt from overtime regulations
- Salaried; paid over twelve-months

#### Hours:

- Generally, be at school from 7:30-3:15, or the conclusion of staff meetings whichever is applicable.
- It is understood that additional hours will be required for creating lesson plans, grading, etc.

#### Rate of Pay and Benefits:

- Current Full-time Salary Range: \$36,500-\$43,000
- Benefits: Paid Leave, Free Tuition & No Reg Fees for child(ren) if full-time; prorated if part-time
- A Curriculum Fee of \$375 per registered child is charged in lieu of tuition; no medical benefits currently

#### Required Spiritual Qualities:

It is expected that the teacher...

- 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 his or her prayer life, Bible study, and spiritual outreach to others.
- Regularly attends a Bible-teaching church, whose fundamental beliefs agree with Legacy Christian School's Statement of Faith.

#### Required Professional Qualities:

It is expected that the teacher...

- Will love and appreciate all students.
- Is a team player, able and willing to follow directions and submit to authority.
- Is able and willing to correct and discipline, if necessary, students in a dignified, loving yet firm manner.
- Voluntarily and willingly agrees with the Mission, Vision, Purpose, Philosophy, and Core Beliefs of Legacy Christian School at Crossroads Church.
- Minimally possesses a bachelor's degree.
- Preferably possesses a valid teaching license and/or certificate (may be required based on the position for which application is made).
- Is academically qualified, professional, and skilled in the use of effective teaching techniques; willing to grow through in-service sessions and educational reading.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the School Administrative Team.

#### Required Personal Qualities:

It is expected that the teacher...

- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Prov. 22:6, NIV).
- Be an enthusiastic visionary, an encourager, and a self-starter with the necessary energy levels.
- Possesses a genuine and heartfelt calling of God to the teaching profession and to Christian education in particular.

**Essential Functions for the Classroom Teacher:** We take our responsibility to this ministry very seriously, and expect those called and selected to serve here to take it seriously as well. Our intent, however, is not for the essential functions listed below to seem overwhelming or impossible to meet. Our goal is one of simply providing a comprehensive description of what we believe is essential for the role of a classroom teacher at Legacy. Our expectation is certainly not one of perfection in the implementation of these essential functions, rather a commitment of doing your best in the power of the Holy Spirit, displaying an open and receptive spirit, as well as a commitment to ongoing growth and improvement.

**Basic Functions:** It is expected that the classroom teacher will...

1. Work collaboratively with all staff and the School Administrative Team.
2. Willingly respect and submit to authority, following proper channels for reporting concerns or grievances, as well as following all standard operating procedures.
3. Share ideas with other teachers and the School Administrative Team, respectfully working together with school staff in accomplishing the goals set before them.
4. Meet the typical, everyday stress that occurs in an educational 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 for all school employees, as well as parents, students, and volunteers.
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 education 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. Place their ministry at Legacy Christian School at Crossroads Church in a higher place of priority than any other employment or volunteer activities.
12. Maintain the proper priorities of God, family and then ministry, never allowing ministry at school to supersede the commitment and priority to their relationship with God, their spouse and/or their children as applicable.
13. Commit to being a life-long learner regularly involved in opportunities of professional growth and development.
14. Notify a member of the School Administrative Team if unable to fully support any known school policy.

**Attendance Functions:** It is expected that the classroom teacher will...

1. Maintain attendance that is consistent and regular, arriving to school on time and leaving as scheduled.
2. Attend and participate in scheduled morning prayer time, staff meetings, in-services, programs, parent meetings, and any other assigned function.
3. Maintain a commitment to promptness whatever the activity or event responsible to attend.
4. Notify appropriate personnel immediately upon learning that you will be absent or late to work.

**Preparatory and Planning Functions:** It is expected that the classroom teacher will...

1. Plan broadly using an annual curriculum overview or course syllabus, as well as quarterly/monthly, weekly, and daily plans and objectives.
2. Prepare a program of study that, as much as possible, meets the needs of all students offering reasonable flexibility, accommodation, and modification for individual student needs.
3. Plan for a balanced educational experience for students by incorporating field trips, guest speakers, technology, and other current media sources.
4. Leave room in your plans for the unexpected, demonstrating an attitude of willing flexibility when necessary.
5. Prepare adequate plans, information, and materials for substitute teachers.

**Clerical and Communication Functions:** It is expected that the classroom teacher will...

1. Maintain regular and accurate student attendance and academic records.
2. Consistently communicate student attendance and/or academic concerns to parents, and students if applicable.
3. Keep the School Administrative Team sufficiently informed of concerns regarding potential academic and/or behavioral deficiencies or failure.
4. Submit appropriate forms through the proper channels prior to planning events, functions, field trips, or making purchases.
5. Communicate support for all school and church personnel when communicating with volunteers, students and parents.
6. Refrain from speaking negatively about teachers, staff, volunteers, students or parents unless doing so out of necessity and then only to the proper person(s) of authority.
7. Adhere to all school policies and procedures, supporting them in a positive manner.
8. Publish all written communication neatly, accurately, and in a well-organized manner.
9. Be positive, genuine, and appropriate in both written and verbal communication with teachers, volunteers, students and parents.
10. Ensure accurate record-keeping of all classroom funds collected and their proper security.
11. Complete assigned projects, assignments, and/or presentations on schedule.
12. Respond to parent and volunteer requests for contact promptly and cordially.
13. Inform the School Administrative Team, in a timely manner, if unable to fulfill any duties assigned.

**Relational Functions:** It is expected that the classroom teacher will...

1. Develop and maintain rapport with students, parents, volunteers, and staff that demonstrates friendliness, respect, dignity, and consideration.
2. Be available to meet and greet parents and students before and after school and school functions.
3. Follow the biblical principles found in Matthew 5:23-24 and 18:15-17 in dealing with conflict, regardless of the source.
4. Maintain an open and teachable spirit when confronted by colleagues, parents and students, avoiding a response of defensiveness.
5. Always maintain issues of confidentiality.
6. Refuse to participate in conversations of gossip or any negative, inflammatory, or otherwise inappropriate speech.
7. Be reasonably accessible for parents and students before and after school as appropriate based on assigned work hours.
8. Use Godly wisdom and discretion in sharing personal issues or topics with staff, parents, volunteers, or students.
9. Realize that your appearance, attitude, and relationship with students tend to communicate a message to parents. Therefore, make every effort for it to be a positive one!
10. 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.

**Instructional and Curricular Functions:** It is expected that the classroom teacher will...

1. Reflect a biblical worldview throughout all curriculum as well as all curricular and extracurricular activities, integrating biblical concepts, ideas, and truths on a regular basis wherever legitimately possible.
2. Encourage students to accept God's gift of salvation, grow in their personal relationship with Him, and share their faith through their lifestyle as well as their words.
3. Lead students to a biblical understanding of who they are in Christ and their value to Him and the world around them.
4. Understand the physical/emotional development of children, particularly at the age level of the children being taught, as well as the problems they face.
5. Effectively teach subject matter as assigned following the prescribed curriculum, scope and sequence and grade-level academic requirements appropriately.
6. Provide a loving, safe, positive, inviting, and effective learning environment.
7. Utilize effective instructional practices and techniques to achieve curricular goals consistent with Legacy Christian School's educational philosophy and Core Beliefs.
8. Incorporate, as much as possible, a variety of instructional aids, methodologies, and materials that provide for a multi-sensory, stimulating, challenging, thought-provoking, and effective learning environment for every student.
9. Plan, through the approved channels, the use of field trips, guest speakers, and other media for a balanced learning experience.
10. Communicate lesson objectives clearly with relevance, application, and connection with previously learned material and life issues.
11. Actively involve students in the learning process as much as possible on a regular basis.
12. Be accessible both in and out of the classroom for student help.
13. Challenge students to think creatively, solve problems, and make productive decisions.
14. Utilize homework effectively for drill, review, enrichment, independent practice or projects, yet staying within reasonable time frames as prescribed by the School Administrative Team.

15. Assess students on a regular basis utilizing a variety of creative, valid, and effective methods ensuring an appropriate balance between objective and subjective methodologies.
16. Provide students with effective review material and adequate review opportunities prior to formal tests or other appropriate assessment methods.
17. Provide formal parent-teacher conferences, as prescribed by the School Administrative Team, as well as informal parent-teacher conferences as necessary and productive.
18. Keep all school-related conversation, instruction, and/or discussions with students and/or parents free from personal denominational preferences, biases, and/or interpretations that are inconsistent with our Statement of Faith.
19. Remain objective and open-minded regarding current educational research, trends, and ideas as it applies to your arena of teaching responsibilities, always assessing its foundational premises against biblical truth.
20. Constantly be alert and sensitive to individual needs of students, guiding them toward discovering effective strategies for learning and achieving their potential in all areas (mentally, academically, physically, emotionally, socially, and spiritually).

**Classroom Management and Disciplinary Functions:** It is expected that the classroom teacher will...

1. Consistently administer effective management and disciplinary philosophies, techniques, and procedures so that the learning environment is appropriately under your control and effective, keeping expectations consistent and applicable with the activities at hand.
2. Utilize positive affirmation, encouragement, and appropriate feedback for students on a regular basis.
3. Maintain a fair and unbiased classroom environment avoiding a perception of favoritism as much as is within your power to do so.
4. Obtain first-hand information whenever possible prior to communicating with a student regarding a behavioral issue, being cautious not to jump to premature conclusions.
5. Speak to students privately regarding disciplinary or academic issues of concern; doing so with respect, love, kindness, and concern, always being ready to listen.
6. Respond to classroom, student, or parent problems with prayerful, controlled responses rather than immediate reactions.
7. Encourage student self-control as well as developing intrinsic motivation.
8. Maintain well documented student files regarding both academic and disciplinary issues.
9. Become familiar with the Student Handbook consistently implementing its contents.

**Supervisory Functions:** It is expected that the classroom teacher will...

1. Be thoroughly familiar with all emergency and/or evacuation procedures, practicing these, as applicable, with the students that are in your charge.
2. Always ensure that your students are always properly and adequately supervised.
3. Go beyond the enforcing of student rules by extending yourself into the area of prudent judgment; being responsible to see that the actions of all students in your charge are always in keeping with the safety and well-being of all other students, staff personnel, facilities, and equipment.
4. Supervise individual students or groups of students in the various activities of the school grounds, on the playground area, etc.
5. Oversee the guidance, supervision, and assistance of parent volunteers, student teachers and classroom assistants assigned to you.
6. Completely and properly plan for and supervise all classroom field trips, including completing all appropriate paperwork involved.

**Classroom and School Environmental Functions:** It is expected that the classroom teacher will...

1. Maintain a safe, neat, clean, attractive, and well-ordered classroom.
2. Arrange the classroom in a manner conducive to learning, providing variety within this setting as appropriate and feasible.
3. Maintain and regularly change attractive bulletin boards that integrate spiritual and educational concepts and objectives.

4. Allow for student work to be posted or otherwise “published” whenever possible.
5. Be willing to help keep your classroom and the overall campus clean, teaching and encouraging students to do the same by making them responsible for their own actions, developing in them a sense of appreciation for and pride in their school.
6. Take care of or communicate the need for any problem area to be properly and immediately cared for, i.e., vomit, blood, extremely messy restroom, etc.
7. Give careful attention to proper lighting, heating, cooling, and overall ventilation in your classroom.
8. Set a good example for students regarding cleanliness, neatness, and orderliness.

**School Representation Functions:** It is expected that the classroom teacher 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 a teacher 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, volunteers, the school, perspective parents, and the church’s pastoral team.

**Physical, Mental/Emotional, and Visual Functions:** It is expected that the classroom teacher will...

1. Maintain the physical strength and endurance necessary in a daily school classroom 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 environment.
4. Meet the additional physical requirements required on the attached sheet.

**Supplementary Functions:** It is expected that the classroom teacher will...

1. Demonstrate a willingness to share in taking on responsibilities that are rotated and shared among the faculty and staff.
2. Supervise extracurricular activities, organizations, and outings as assigned.
3. Encourage students to become involved in various opportunities of school life, giving value to all available options.
4. Provide input and constructive recommendations to administrative staff regarding various functions and/or perceptions of the school and its programs.
5. Support the broader program of the school by occasionally attending extracurricular activities that are not mandatory.
6. Perform any other duties that may be assigned by the School Administrative Team.

**This document will be reviewed and signed after a position has been offered and accepted.**

**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

## Physical Requirements to Fulfill the Essential Functions of This Position

(Leave category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE			
WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
OUTDOOR DUTY			
• COLD (50 deg. F or lower)			
• HEAT (90 deg. F or higher)			
GASES/FUMES/DUST			
CHEMICALS/SOLVENTS			
NOISE			
HIGH STRESS			
INTERRUPTIONS			
NEED FOR FREQUENT RESTROOM BREAKS			
OVERTIME NECESSARY			
CLIMBING STAIRS			
CRAWLING			
STANDING			
SITTING			
WALKING			
RUNNING			
KNEELING			
BENDING			
REACHING OVER SHOULDER			
REACH CHALKBD HEIGHT			
PUSHING			
PULLING			
<b>MOVING HEAVY ITEMS</b>			
LIFTING/LOWERING:			
Up to 20 lbs			
Up to 50 lbs			
More than 50 lbs			
LIFTING OVER SHOULDER:			
Up to 20 lbs			
Up to 50 lbs			
More than 50 lbs			
CARRYING:			
Up to 20 lbs			
Up to 50 lbs			
More than 50 lbs			

FREQUENCY OF REQUIRED EXPOSURE/USE			
OPERATE MACHINERY	OCCASIONAL	FREQUENT	DAILY
TELEPHONE			
FAX			
COPIER			
COMPUTER			
PRINTER			
CALCULATOR			
OVERHEAD PROJECTOR			
AV EQUIPMENT			
OTHER (Please list)			
<b>OTHER REQUIREMENTS</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>DAILY</b>
ON-TIME ARRIVAL			
REGULAR ATTENDANCE			
SUMMON EMERGENCY HELP			
APPLY CPR/FIRST AID			
LEAD FIELD TRIPS			
COMMUNICATE DATA			
PREPARE REPORTS			
VISUAL ACUITY: Near			
VISUAL ACUITY: Far			
COLOR DISCRIMINATION			
SPEAK CLEARLY			
HEAR CLEARLY			
MANUAL DEXTERITY			
EYE/HAND COORDINATION			
DRIVING			
FLYING			

Date job description last reviewed: \_\_\_\_\_

Reviewed by: \_\_\_\_\_



## 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 Signature

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)



## Legacy Christian School Calendar for 2026-2027

(More events may be scheduled at a later date)

<b>August</b>	20 24	Ice Cream Social - 5:30p.m. – 7:00p.m. 1 <sup>st</sup> Day of School
<b>September</b>	7 10	<b>No School</b> - Labor Day Back to School Night – 6:00p.m. – 7:30p.m.
<b>October</b>	9	<b>No School</b> - Teacher In-service
<b>November</b>	11 13 19-20 23-27	<b>No School</b> - Veteran's Day End of 1 <sup>st</sup> Trimester <b>No School</b> - Parent/Teacher Conferences <b>No School</b> -Thanksgiving Vacation
<b>December</b>	17 18-Jan 1	<b>Minimum Day – 12:00 Dismissal</b> ; Christmas Program begins at 6:00p.m. <b>No School</b> - Christmas Vacation
<b>January</b>	4 18	School Resumes <b>No School</b> - Martin Luther King Jr. Day
<b>February</b>	12 15	<b>No School</b> – Teacher In-service <b>No School</b> - President's Day
<b>March</b>	12 18-19 22-29 30	End of 2 <sup>nd</sup> Trimester <b>No School</b> - Parent-Teacher Conferences <b>No School</b> - Easter Vacation School Resumes
<b>April</b>	15 16	<b>Minimum Day - 12:00 Dismissal</b> ; Open House 5:30p.m. – 7:00p.m. <b>No School</b> - Teacher In-service
<b>May</b>	31	<b>No School</b> - Memorial Day
<b>June</b>	4	Last Day of School