



# Covenant Christian School

Established 1982

*Developing Cultural & Spiritual Leaders through Classical & Christian Education*

2350 Frankford Avenue Panama City, FL 32405 (850) 769.7448 (fax) 850.763.2104

Member of Association of Christian Schools International (ACSI): Preschool

Member of Association of Classical & Christian Schools (ACCS)

www.ccs-pc.net

## TEACHER APPLICATION

### Personal Information

Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Current Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Church home: \_\_\_\_\_ Denomination: \_\_\_\_\_

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

### Optional Information

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Ethnicity: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_ # of Children: \_\_\_\_\_

Children's Names & Ages: \_\_\_\_\_

### Employment Information

Positions(s) you are interested in: \_\_\_\_\_

Circle One: Full Time or Part Time Date Available: \_\_\_\_\_

Can you prove your legal right to live and work in the United States if hired? Yes No

### Education History

	Name	Location	Dates
Secondary			
Collegiate			
Graduate			

Collegiate Major: \_\_\_\_\_ Collegiate Minor: \_\_\_\_\_

Post Graduate Degree: \_\_\_\_\_

Certifications: \_\_\_\_\_



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## Teaching Experience

School/Location	Grade/Subject	Supervisor/Contact Info.	Peak Salary	Dates

## Other Work Experience

Company/Location	Job Title	Peak Salary	Dates	Reason For Leaving

## Personal References

Name	Address	Phone	Relationship

## Professional References

Name	Address	Phone	Relationship



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Are you willing to submit to a criminal background investigation? \_\_\_\_\_

Are you willing to submit to a physical exam/drug screening? \_\_\_\_\_

Have you ever been dismissed from a position? \_\_\_\_\_ if yes, please explain on a separate word document.

Have you ever been convicted of any criminal act? \_\_\_\_\_ If yes, please explain on a separate word document.

## Philosophies & Commitments

(Please attach a separate word document with responses to the following)

1. Describe your relationship with Jesus Christ and your current church involvement.
2. What is your understanding of "Reformed Theology" and do you embrace it?
3. Please read Dorothy Sayers' essay "The Lost Tools of Learning" and write a 1 page response. (Can be found online or in the Document Library on our website)
4. List the books you have read during the last 12 months and give a brief evaluation of the one that impacted you the most.
5. What is the purpose of Christian education?
6. What discipline techniques do you employ in the classroom?
7. How could 2 Timothy 3:16 be applied to classroom discipline?
8. Why are you interested in Covenant Christian School?
9. Please review the CCS Teacher Job Description. (Attached)
10. Please review the CCS Faculty Handbook. (Found on our website)



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## CCS TEACHER JOB DESCRIPTION

This is not intended to be a complete delineation of all possible responsibilities of a Covenant Christian School Teacher. Rather, it is a general description of the basic tasks, a CCS teacher will be normally required to perform. In addition, it is expected that the teacher will comply with all applicable school policies outlined in the CCS Family & Faculty Handbooks. This job description will be the basis for all formal and informal performance evaluations.

### 1. Spiritual Leadership

- a. Consistently exhibits love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control.
- b. Demonstrates a love for the Bible and maintains a personal study of God's Word.
- c. Reveals the truth found in God's Word through the teaching of all subjects.
- d. Actively enjoys participation in faculty devotions and school assemblies.
- e. Actively participates in a local church body of evangelical believers.
- f. Is a life-long learner.

### 2. Classroom Management / Discipline

- a. Maintains a knowledge and understanding of all school policies, procedures, and guidelines.
- b. Consistently teaches and applies the "spirit" and the "letter" of the school's policies and guidelines.
- c. Encourages students to prefer others above themselves and promotes respectful student interaction.
- d. Encourages student participation in all daily classroom tasks and/or functions (i.e. reporting attendance, homework collection, daily cleaning schedules, materials storage & distribution, etc,...)
- e. Maintains an orderly (not always silent) working atmosphere in the classroom.
- f. Regularly reviews and enforces the contents found in the Family Handbook.
- g. Ensures that students are properly informed about school policies and encourages each to exercise self-control and discipline.
- h. Supports the Administration in all discipline matters (in spite of potential disagreements) and provides an accurate account of all student offenses.
- i. Manages the vast majority of corrective actions in the classroom.
- j. Manages communication with parents (via face to face or by phone) in all matters of conduct and discipline in order to promote the parents participation in the training of their child and to correctly obey the Scriptures.



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## 3. Classroom Decorum / Environment

- a. Maintains a neat, organized and stimulating classroom environment.
- b. Updates classroom decorum based on current class lessons.
- c. Involves and manages students in the daily cleaning and maintenance of the classroom.
- d. Delegates minor maintenance and cleaning issues to the proper custodial /support staff and/or capable students.

## 4. Lesson Preparation & Presentation

- a. Teaches the assigned lesson or subject in light of the Trivium.
- b. Demonstrates a thorough knowledge of and interest in the subject assigned to teach.
- c. Teaches all subjects utilizing objectives, materials, priorities, and instructional methods as prescribed in the course curriculum teaching guides based on the tenets of the Trivium.
- d. Encourages students to see all subjects as interrelated, as part of God's integrated body of truth.
- e. Uses clear/appropriate language and a challenging vocabulary at all times.
- f. Employs a variety of creative, age-appropriate, classical teaching methods.
- g. Models, with few exceptions, each lesson after J.M. Gregory's "The Seven Laws of Teaching."

## 5. Student Learning

- a. Stimulates and maintains the students' interest in the lesson/material.
- b. Recognizes and addresses the individual needs of students in the classroom. Recognizes the need for administrative referral for needs beyond one's own ability to manage.
- c. Uses a wide variety of techniques (in addition to testing) to measure the students' progress.
- d. Uses ongoing assessment and observation to measure the overall progress of the class and individual students.

## 6. Planning & Communication

- a. Submits weekly lesson plans as directed.
- b. Demonstrates a good use of class time in weekly lesson planning.
- c. Uses the curriculum specific materials and resources to establish weekly, quarterly, and semester plans.



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- d. Effectively communicates with parents through classroom newsletters.
- e. Maintains ongoing communication (via face to face or phone) with parents. Emphasis should be placed on getting to know the families well and keeping them informed.
- f. Maintains an open-door policy to parents who wish to observe and/or assist in the classroom. (Parent-Teacher conferences are by appointment only).

## **7. Professionalism & Decision Making**

- a. Maintains proper boundaries in all student – teacher relationships.
- b. Uses wisdom when interacting with students on and off campus and at scheduled and non-scheduled events.
- c. Maintains an appropriate representation of CCS in all public venues.
- d. Consistently and joyfully demonstrates agreement with and support of the Covenant Christian School Mission. This can be seen in:
  - 1, Quality of work
  - 2. Punctuality
  - 3. Proper Speech (CCS holds to a ZERO GOSSIP POLICY)
  - 4. Positive Attitudes
  - 5. Neat/Clean/Modest Dress
  - 6. Attention to Assigned Duties
  - 7. Willingness to go above and beyond the call of duty
  - 8. Attends all the required events listed in the Faculty Handbook

I am capable and willing to perform the above duties on behalf of Covenant Christian School. Should I determine that I am unable or not willing to fulfill any one of these duties, I will notify the CCS Administration immediately.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_