



Application For Employment HCS Teacher

Date of Application: _____

PO Box 4190, Tualatin, Oregon 97062

Horizon Christian Schools are a ministry of Horizon Community Church. Horizon Community Church and its ministries consider qualified applicants regardless of race, color, gender, national and ethnic origin, age, marital or veteran status, or disability, who are personally committed to faith in Jesus Christ and who agree to abide by the religious teachings and standards as defined solely by the Council of Elders at Horizon Community Church.

I am applying for a position at the: Elementary School Middle School High School

Please return your application to the appropriate school:

Horizon Christian Elementary School
7400 SW Sagert St.
PO Box 2690
Tualatin, OR 97062
judi.smith@horizonlife.org
503.692.9312

Horizon Christian Middle School
7400 SW Sagert St.
PO Box 2690
Tualatin, OR 97062
judi.smith@horizonlife.org
503.692.9312

Horizon Christian High School
23370 SW Boones Ferry Rd.
PO Box 4190
Tualatin, OR 97062
ggrace@horizonlife.org
503.612.6521

Personal History

Last Name:	First Name:	Middle Initial:	
Address:	City:	State:	Zip:
E-mail address:	Day Time Phone:	Mobile Phone:	

1. Have you ever filed an application with us before? Yes No
2. Have you ever been employed with us before? Yes No
3. Are you currently employed? Yes No
4. May we contact your current employer? Yes No
5. Are you prevented from lawfully becoming employed in this country because of Visa or Immigration status? Yes No
Proof of citizenship or immigration status will be required upon employment
6. On what date would you be available to work? _____
7. Are you currently on "lay-off" status and subject to recall? Yes No

Education Experience

	Name & Address, city & state of school	Major	Diploma/Degree	Year Completed
High School		_____		
Undergraduate College				
Graduate/ Professional				
Other (Specify)				

Specialized Skills

Please list any special skills and experience with equipment:

Computer _____ Fax machine _____ Calculator (ten key) _____ Multi-line phone system _____

Copy machine _____ Publisher _____ Excel _____ Microsoft Word _____

Power Point _____ Internet _____ Sound Equipment _____

Commercial Drivers License (passenger) _____

Other:

Additional Information

Describe any specialized training, foreign languages spoken, apprenticeships, or extra-curricular activities:

Describe any job-related training received in the United States Military:

Summarize any additional information, special job-related skills and qualifications you feel may be helpful to us in considering your application:

Note to applicants: DO NOT answer this question unless you have been informed about the requirements of the job for which you are applying.

Are you capable of performing in a reasonable manner the activities involved in the job or occupation for which you have applied? A description of the activities involved in such a job or occupation is attached.

Yes No

Employment Experience

(Please attach resume, if available)

Start with your present or last job. Include any job-related Military service assignments and volunteer activities. Include all job related experience in the field of education. Please provide a minimum of three reference. Please begin with your most current job.

Employer:	Address:	
Position held:	Supervisor:	
Starting date:	Ending date:	Hourly wage rate:
Starting salary:	Ending salary:	
Work performed:		
Reason for leaving:		

Employer:	Address:	
Position held:	Supervisor:	
Starting date:	Ending date:	Hourly wage rate:
Starting salary:	Ending salary:	
Work performed:		
Reason for leaving:		

Employer:	Address:	
Position held:	Supervisor:	
Starting date:	Ending date:	Hourly wage rate:
Starting salary:	Ending salary:	
Work performed:		
Reason for leaving:		

Position Desired

Please indicate the position desired or area of interest. Number your preference starting with number 1.

- | | |
|---|--|
| <input type="checkbox"/> Preschool and/or daycare | <input type="checkbox"/> High School |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> Specialized Instruction (art, etc.) |
| <input type="checkbox"/> Elementary | State specialty _____ |
| <input type="checkbox"/> Junior High | <input type="checkbox"/> Other |

Work Schedule

- Full time Part time Substitute

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

Special Abilities

Please list activities or sports, which you would be capable of and willing to direct, teach, sponsor, advise, or coach. Please indicate the grade or ability level.

Future Plans

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

Christian Background

In your own handwriting on a separate sheet of paper briefly give your Christian testimony.

Bible

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct?

- Yes No Signature: _____

Statement of Faith

Please carefully read the Statement of Faith included in this application and indicate your degree of support.

- I fully support the Statement of Faith as written without mental reservations.

Signature: _____

- I support the Statement of Faith except for the area listed and explained on a separate sheet of paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: _____

Church Service

What is your denominational preference?

What is your local church affiliation?

Are you presently a member in good standing at your church; and for how many years?

What church activities are you involved in, and to what degree or regularity?

What Christian service have you been involved with since becoming a Christian?

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

Devotional Prayer Life

Briefly describe what you have done to become more spiritually mature?

We use a combination of Christian and secular curriculum in our classroom. Does this present a problem to you?

What are your subject preferences?

List any other educational advantages that you have had including opportunities for travel:

List any books or articles that you have read recently that have helped you to grow professionally and/or spiritually:

Teaching Credentials

Do you have an ACSI Teaching Certificate? Yes No

ACSI Certificate level:

Valid until:

Do you have a state teaching license/certificate: Yes No

What state is your license/certificate from?

What kind of license/certificate do you have?

Valid until:

List endorsements and semester hours in endorsement areas:

If you do not hold a state or ACSI certificate, what requirements do you lack?

- Please attach photocopies of any certificates held.

Have you had other courses giving specific training for working at a Christian school?

Please give details of any specific training you have had:

Applicant's Certification and Agreements

I understand that Horizon Christian Schools do not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal; regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Horizon Christian Schools to thoroughly investigate references, work record, evaluations, education, and other matters related to my suitability for employment.

I authorize references and my former employers to disclose to the school any and all employment record, 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 Horizon Christian Schools, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure.

I waive the right to ever personally view any references given to Horizon Christian Schools.

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 Horizon Christian Schools to conduct a criminal records check.

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

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

Signature of applicant

Date

Finances

What was your most recent salary?

Personal Resignation or Dismissal

Have you ever been dismissed or resigned to avoid being dismissed?

Have you ever been asked to resign from a position?

If you answered yes, please explain:

Have you ever been charged in civil or criminal proceeding with improprieties regarding children?

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

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

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

Personal Interests

1. Please indicate memberships, offices and honors obtained in the following:

High School	
College	
Currently	

2. What are your hobbies and personal interests?

A. Personal Information

Current Issues

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

Wine, beer and other alcoholic beverages	
Smoking and chewing tobacco	
Marijuana and other drugs	
Pre-marital sex	
Divorce and re-marriage	
Abortion	
Homosexuality	

Do you have a personal testimony regarding any of the above items that you would like to share? Please attach one or more pages as needed.

B. Personal Philosophy

On a separate sheet of paper, please label and succinctly answer in one or two paragraphs each of the questions below.

Short Essays

- a. Why do you wish to teach in a Christian school?
- b. What do you think are the main characteristics that distinguish a Christian school from a secular school?
- c. What is your personal Christian philosophy on education?
- d. What do you consider to be the proper classroom atmosphere for learning?
- e. What is your philosophy of discipline and your attitude toward physical punishment?
- f. What areas do you feel are your strengths? Weaknesses?
- g. What do you believe about the origin of the earth and mankind?
- h. Please summarize any additional information that you would like to present regarding your candidacy for this position (optional).

C. Additional Essay Questions

On a separate paper, please label and succinctly answer in one or two paragraphs each of the questions below.

- a. Frequently Christian schools enroll children from more than one evangelical denomination, how would you handle a child's question if you knew that it was theologically controversial and the family's church held to a different viewpoint than your own.
- b. How well do you feel that you get along with your peers?
- c. Have you ever led a child or youth to Christ?
- d. If married, please have your spouse state their feelings about you teaching in a Christian school (optional).
- e. Being a Christian role model in all aspects of life is a major requirement for this position. The Bible is our standard for marriage and sexual conduct. It is an occupational requirement for staff to live by those standards. Do you agree to live by these requirements?
- f. If you have taught before, describe how teacher evaluation has been helpful to you.

Declaration of Ethical and Moral Integrity

As an applicant for employment at Horizon Christian Schools, I (*please print your full name*) _____ recognize, understand, and agree to live by the moral and ethical standards of the school. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following: homosexuality, inappropriate verbal, physical or sexual behavior identified by Scripture and/or state law.

I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical standards of Horizon Christian Schools.

Applicant's signature

Date

Administrator's signature after discussion with applicant

Date

Christian Teacher Job Description & Expectations

General Description

- Goal: The teacher shall prayerfully help students learn attitudes, skills and subject matter that will contribute to their development as mature, able and responsible Christians to the praise and glory of God.
- Overview: The teacher shall be a born-again follower of Jesus Christ, a college graduate, certified or certifiable, who feels called of God to teach at a Christian school. Other qualifications may be added as deemed appropriate.
- Contracted period: One academic year
- Responsible to: Horizon Christian Schools and Horizon Community Church
- Evaluation: Teacher performance will be evaluated in accordance with the following requirements and essential functions of the job.

Required Personal Qualities

The following is not an exhaustive list of what is expected of a teacher at Horizon Christian Schools, however, is exemplary:

The Teacher Shall Be:

1. A born again follower of Jesus Christ.
2. A believer that the Bible is God's Word and standard for faith and daily living.
3. A Christian role model in attitude, speech and actions. This includes being committed to God's biblical standards for sexual conduct. Luke 6:40.
4. A regular attender (minimum of three times per month) of a local church which has a Statement of Faith in agreement with the school's Statement of Faith.
5. An example of one who knows the importance of studying and memorizing scripture, prayer, witnessing, and maintaining unity in the body of Christ.
6. In whole-hearted agreement with the school's Statement of Faith, Core Value philosophy, and Foundational Belief statements (pages 15-16).
7. Have the spiritual maturity, academic ability, and personal leadership qualities to train, equip, and encourage students in their giftedness and abilities, as well as the skills needed to become productive citizens of God's Kingdom and the community in which they live.

Job Description

1. Reflect the purpose of the school, which is to honor Christ in every class, and in every activity.
2. Motivate students to accept God's gift of salvation and help them grow in their faith.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the board and administration in implementing all policies, procedures, and directives governing the operation of the school.
5. Teach classes as assigned following prescribed scope and sequence as scheduled by the school's administration.

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6. Integrate biblical principles throughout the curriculum, activities, and classroom procedures.
 7. Keep proper discipline in the classroom and on the school premises in order to promote a positive productive learning environment.
 8. Maintain a clean, attractive, and orderly classroom.
 9. Create weekly lesson plans to accomplish the established learning goals of the curriculum.
 10. Develop long term annual plans as to when, how, and what the year's learning goals will be and how they will be accomplished.
 11. Implement a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
 12. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's Christian Philosophy of Education.
 13. Employ a variety of instructional aids, methods, and materials that will educate the whole child: spiritually, mentally, physically, socially and emotionally.
 14. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
 15. Use homework, effectively for drill, review, enrichment or project work.
 16. Assess the learning of students on a regular basis and provide progress reports as required.
 17. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
 18. Keep students, parents, and the administration adequately informed of a student's progress or deficiencies and give sufficient notice of failure (per policy).
 19. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
 20. Develop and maintain rapport with students, parents and staff by treating others with friendliness, dignity, and consideration.
 21. Follow Matthew 18 principles when dealing with issues/concerns involving students, parents, staff and administration.
 22. Attend and participate in designated devotions, in-services, retreats, committee and faculty meetings and conferences.
 23. Know and use the procedures for dealing with issues of an emergency nature (per Crisis Management Plan).
 24. Inform the substitute coordinator or supervisor in a timely manner, if unable to fulfill any assigned duty or attend required meetings or programs.
 25. Prepare adequate information and materials for a substitute teacher in case of inability for the teacher to be at work on a certain day(s).
 26. Make every effort to be at work on all contract days.
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Facility & Campus

1. Accompany students to the playgrounds or other buildings on campus whenever needed. The teacher must be able to move at a quick enough pace to supervise student behavior and to keep students orderly as they move from one part of the campus to another.
2. Supervise recess or lunch break whenever needed. In order to adequately supervise young people, one's eyesight must be sufficient to see clearly a distance of 75-100 yards and one's hearing must be good enough to hear signs of trouble (arguing, calls for help, crying) over the traffic noise of the nearby freeway.
3. Supervise students at play or while moving around campus outdoors. Unless the weather is severely cold or wet, children are expected to play outside. A teacher would need to be able to withstand cool, damp weather in order to perform this duty.
4. Accompany students in the hallways or in other places in the building as they move from one location to another.

Classroom

1. Write on the chalkboard and/or overhead projector, prepare bulletin boards, present demonstrations and utilize computers and other equipment in such a way that the average student can fully comprehend the information on the lesson presented.
2. Effectively supervise and interact with students.
3. Move about the class and monitor students as they work.

Teaching

1. Use chalkboards, media, overhead projector, and/or hands-on material while teaching in order to help students learn the material.
2. Speak correct English clearly enough for students to easily understand all spoken instructions.
3. Clearly communicate in written form (using proper English and correct rules of spelling, punctuation, grammar, as well as legible handwriting and printing).
4. Provide students with consistent and appropriate learning experiences throughout the year.
5. Possibly attend from 4-7 evening functions throughout the year.
6. Be able to demonstrate a thorough knowledge of the assigned subject(s).
7. Use effective teaching strategies and classroom management skills while teaching.
8. Use effective teaching styles (approaches) to teach to students with various learning styles.
9. Individualize lesson plans for students who are working above or below grade level whenever doing so would best meet the needs of the students.

Supervision

1. Actively and effectively supervise students within the classroom, gymnasium (MPB), and lunchroom. On occasion, faculty must be able to participate with students in outdoor – organized games and activities (see playground and climate description under campus for description).
2. Effectively supervise students as they are dismissed at the end of the day. Teachers may be expected to walk students to assigned pick up area. The area outdoors, regardless of weather and pickup can last up to 30 minutes.
3. Be able to get the immediate attention of students regardless of where the students are on campus.

Emergencies

1. Quickly summon help when an emergency arises.
2. Render preliminary first aid to an injured student.

Attendance

1. Full time teachers will normally be on campus from 7:45 am to 4:00 pm, minimum. Additional time may be required to prepare the classroom, meet with parents, complete special assignments or attend school meetings. Teachers should be on the job (on campus) a minimum of 45 minutes before the start of their school day and 45 minutes after students are released at the end of the day. Part time teachers are to work assigned hours, but should remain on campus at least 30 minutes following their last class to meet with parents/students.
2. Attend staff devotions and/or meetings. Part time teachers are expected to attend these meetings when specifically required or when they fall within their paid time.
3. Attend annual ACSI teachers conference (time off and registration are provided by the school).

Additional Personal Qualities

The Teacher

1. Supervise extra-curricular activities, organizations, and outings as assigned.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions at the school.
4. Support the broader program of the school by attending activities and programs relevant to teacher's assigned class or grade level.
5. Perform other duties, assigned by the administration, as needed.

Additional Personal Qualities

The Teacher Shall

1. Recognize the role of parents as primarily responsible before God for the education of their child.
2. Keep open, clear and timely communication with parents (newsletters, phone calls, Edline information).
3. Return phone calls within a 24 hour period.
4. Grade and return students work within a 48 hour period of time.
5. Keep all grade/records current and easily accessible.
6. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, joy, gratitude, kindness, self-control, perseverance, patience, hope and punctuality.
7. Meet everyday stress with emotional stability, objectivity, and optimism.
8. Maintain a personal appearance that models cleanliness, modesty, professionalism and good taste in agreement with school policy.
9. Respectfully submit to those in authority.
10. Notify the administration of any policy he/she is unable to support.
11. Refuse to use or circulate confidential information inappropriately.
12. Place his/her teaching ministry ahead of other jobs or volunteer activities.
13. Make an effort to appreciate and understand the uniqueness of God's call on Horizon Christian Schools and Horizon Community Church.

Ability to Perform Job Functions

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the duties and responsibilities of the position for which you are applying?

If yes, please explain:

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

By signing below I am indicating that I have read and understand the list of teacher expectations and see no reason why I would not be able to do all that is expected of a teacher.

Applicant's signature

Date

Foundation Statements - Horizon Christian Schools

Vision

To help shape each individual's spirit, mind and body; to develop students who will be able to stand with and for God in a secular world, who are prepared to enter the college or career of their choosing and who know how to maintain a healthy lifestyle.

Mission

We purpose to educate students in the context of an evangelical worldview, to encourage their growth in Christ and to partner with them in their recognition of and search for God's plan for their lives.

Core Values

1. Spiritual: to seek to win to Christ those who are uncommitted and to teach and encourage believers to act in all ways to serve God. This objective encompasses each of the following values.
2. Intellectual: to provide an academic climate conducive to learning, to provide for the knowledge and skills needed for meaningful participation in society as an adult, and to nurture competency in continued learning, communication and informed decision making.
3. Social: to provide students with the opportunity for growth in social skills required for effective interaction in today's society, and to enable students to comprehend and appreciate the privileges and responsibilities of living in a free society.
4. Cultural: to promote appreciation for and creativity in the arts, and to encourage students to understand and appreciate cultural patterns different from their own.
5. Physical: to teach about and encourage activities and habits that maintain a healthy lifestyle.

Philosophy

We respect each student as a special creation of the living God and for whom He has a planned purpose. Our charge before God is to help students prepare for God's call on their lives, to assist them in identifying God-given talents and gifts, and to encourage them to pursue God's purpose with all their hearts. Academic knowledge and skills are important, but their greatest expression is in the context of the call that God places on each student's life.

Statement of Faith

- We believe the Bible to be the inspired, authoritative, inerrant, complete and only Word of God (2 Timothy 3:16-17, 2 Peter 1:20-21).
- We believe there is one, and only one, God, eternally existent in three persons: Father, Son and Holy Spirit (Matthew 3:16-17, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (Luke 1:34-35), His virgin birth (Isaiah 7:14, Matthew 1:23), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11, Matthew 8:16-17), His substitutionary and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, 1 Corinthians 15:3-4), His ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11, Revelation 19:11, 1 Thessalonians 4:16-17).

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- We believe in the absolute necessity of regeneration of each person by the Holy Spirit for salvation because each person has sinned. A person is justified by faith alone in the sacrificial death of Christ and saved by God's grace (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-9, Titus 3:5).
 - We believe in the resurrection of both the saved and the lost; the saved to eternal life, and the lost to eternal condemnation (John 5:28-29).
 - We believe in the spiritual unity of all people who place their faith in the redeeming work of the Lord Jesus Christ (John 17:20-23, 1 Corinthians 12:12-14, Galatians 3:26-28).
 - We believe in the present day ministry of the Holy Spirit by whose indwelling the Christian is enabled and empowered to lead a Godly life (Romans 8:13-14, 1 Corinthians 3:16, 1 Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18, Acts 1:8).
 - We believe in the community of believers and the fellowship of the saints as essential and fundamental to an effective Christian walk (Acts 2:42; Hebrews 3:13, 10:24-25).
 - We hold the Nicene Creed, as presented below, is a wholly accurate and descriptive representation of our faith.

We believe in one God, the Father, the Almighty, Maker of heaven and earth, of all that is, seen and unseen.

We believe in one Lord, Jesus Christ, the only Son of God, eternally begotten of the Father, God from God, Light from Light, true God from true God, begotten, not made, of one Being with the Father; through Him all things were made. For us and for our salvation He came down from heaven, was incarnate of the Holy Spirit and the Virgin Mary and became truly human. For our sake He was crucified under Pontius Pilate; He suffered death and was buried. On the third day He rose again in accordance with the Scriptures; He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead, and His kingdom will have no end.

We believe in the Holy Spirit, the Lord, and the giver of life, who proceeds from the Father and the Son, who with the Father and the Son is worshiped and glorified, who has spoken through the prophets.

We believe in the one holy catholic (Christian) and apostolic church. We acknowledge one baptism for the forgiveness of sins. We look for the resurrection of the dead, and the life of the world to come.

Amen.