



Guardian Christian Academy

6851 Courthouse Road

Chesterfield, VA 23832

(804) 715-3210

www.gcakids.com

Dear Christian Teacher:

We appreciate your interest in Guardian Christian Academy. We are pleased to learn of your interest in Christian education while waiting and praying to see where the Lord is leading you. When we have received the full application, we will begin the interview process.

GCA believes we have a significant education to offer families of our community: a strong academic curriculum with additional programs which provide a well-rounded education for our students – all integrated with biblical principles. Our teachers and staff work with each student to develop not only knowledge but understanding, to acquire not only facts but character. Each is passionate about children, teaching, and the Lord.

We thank you for your interest in GCA and for your desire to see that children receive a Christ-centered education to fulfill their God-given potential. If you have further questions, do not hesitate to call. May God bless you richly as you walk with Him.

In His Service,

Derrick Branson

Derrick Branson, MBA, MEd
Head of School

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The Ministry of Teaching

Teachers and school administrators are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught with such conviction and truth that the “many who heard him were astonished, saying, ‘Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand!’” (Mark 6:2). His apostles, likewise, were teachers and gave witness “with great power,” through their words and their deeds, and “gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all” (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skills in spelling reading, grammar, and writing, but to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and Sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul’s admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you. (Philippians 4:8-9).

Teachers in a Christian school must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all teachers, even before their first meeting with students, must subscribe to the school’s Statement of Faith. This is why teachers are required to give a godly example, both at school and away. Teachers must teach truth and avoid falsehood. “Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another. ... Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear” (Ephesians 4:25, 29).

Teachers minister to their students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to “Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you” (Ephesians 4:31-32). Teachers also model the Christian life by being active in their own church community and by serving as an intermediary assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.



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CHRISTIAN TEACHER JOB DESCRIPTION

GENERAL DESCRIPTION

- Goal:** The teacher shall prayerfully help students learn attitudes, skills, and subject content 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 college graduate, licensed, certified, or certifiable, who feels called of God to the teaching profession. Other qualifications may be added as deemed appropriate.
- Contracted by:** The administration of Guardian Christian Academy for one year.
- Responsible to:** The Head of School
- Evaluation:** Formal observation is done twice a year with an annual synopsis at the end of the school year for a minimum of the first three school years; frequency of a formal observation may lessen thereafter.

REQUIRED PERSONAL QUALITIES

The teacher shall:

1. Have received Jesus Christ as his/her personal Savior and have formed a daily relationship with Him.
2. Be able to share the gospel and pray with a student or parent with ease and confidence.
3. Be in whole-hearted agreement with the school's Mission, Vision, Statements of Faith, and Christian philosophy of education.
4. Be a Christian role model in attitude, speech, and actions toward others including being committed to God's Biblical standards for sexual conduct. Luke 6:40.
5. Be a member in good standing at a local, evangelical church that has a Statement of Faith in agreement with the school's Statement of Faith.
6. Show through example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
7. Within the GCA community embrace and promote the tenants of faith common to evangelical Christians, leaving the elements of denominational doctrinal differences for personal reflection.
8. Have the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."

ADDITIONAL PERSONAL QUALITIES

The teacher shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, tact, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.

3. Meet everyday stress with emotional stability, objectivity, and optimism.
4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Respectfully submit and be loyal to constituted authority.
7. Shall notify the administration of any policy he/she feels unable to support.
8. Work in unity and practice the Matthew 18 principle.
9. Refuse to use or circulate confidential information inappropriately.
10. Use discretion and godly wisdom when speaking/conversing with all parties.
11. Place his/her teaching ministry ahead of other jobs or volunteer activities.
12. Make an effort to appreciate and understand the uniqueness of the community.

JOB DESCRIPTION - Essential Functions

The teacher shall:

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 through their witness and Christian role modeling.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the school 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 administrator.
6. Integrate content, teaching to varied modalities, differentiating instruction, and integrating with biblical principles throughout the curriculum and activities.
7. Keep proper discipline in the classroom and on the school premises for a good learning environment.
8. Maintain a clean, attractive, well-ordered classroom.
9. Utilize organizational and time management skills to ensure punctuality, promptness, and timeliness as well as meeting teaching and scheduling goals.
10. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a Lesson Plan Book.
11. Plan 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 philosophy.
13. Employ a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child: spiritual, mental, physical, social, and emotional.
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 progress or deficiencies and give sufficient notice of failure.
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 the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
22. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.

23. Attend and participate in scheduled devotions, staff development workshops, retreats, committee/team meetings, faculty meetings, and opportunities scheduled to promote school/professional growth.
24. Know the procedures for dealing with issues of an emergency nature.
25. Inform the administration in a timely manner if unable to fulfill any duty assigned. Prepare adequate information and materials for a substitute teacher.

JOB DESCRIPTION - Supplemental Functions

The teacher shall:

1. Supervise extracurricular activities and services as needed.
2. Utilize educational opportunities and evaluation processes for professional growth.
3. Provide input and constructive recommendations for administrative and managerial functions in the school.
4. Support the broader program of the school by attending extracurricular activities when possible.
5. Perform any other duties that may be assigned by the administration.



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INITIAL TEACHER APPLICATION

Your interest in Guardian Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school receptionist. The information requested must be submitted on this application form. A resume or additional information may not be submitted in lieu of fully completing this application. If an opening occurs for which you may qualify, we will notify you and contact your references. If we have a continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models and demonstrate their passion for the Lord. Luke 6:40.

We look forward to receiving your initial application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

Today's Date _____

Applicant's Full Name

Last First M.I. Maiden Name

Present Mailing Address

Street City State Zip

Permanent Mailing Address

Street City State Zip

Telephone Numbers (* primary contact)

Cell Home Work

Email Address: _____

The GCA School Board is an Equal Opportunity Employer

Mark the appropriate boxes:

Application Type:

- New Application
- Previous Application on file
- Former Employee of Gudian Christian Academy, Southside Church of the Nazarene, or LifeSpring

Are you a U.S. Citizen? Yes No
 If not, are you eligible to work in the U.S.? Yes No

Please indicate your 1st, 2nd, 3rd choice.

Preschool Elementary Middle School High School

Indicate the grades or subjects in order of preference.

Full Time Part Time Substitute

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

EDUCATIONAL AND PROFESSIONAL TRAINING (List chronologically)

Professional Qualifications

Level of Education	Name of School or University	State	Field of Study	Type of Degree	Year of Graduation	Dates of Attendance (from – to)

Please attach photocopies of:

- Your current teaching certificate
- All your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

Cumulative grade point average: Bachelor’s _____ Graduate work _____

From which state do you have a teaching certificate? _____

Remains valid for _____ years.

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

EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. For teaching experience prior to the past ten years and not reflected within the provided space, please continue the same format on a separate sheet of paper.

1

Place of Employment _____

Position _____

Employment Address _____

Dates of Employment _____

Supervisor's Name and Phone Number _____

Supervisor's Email _____

General Responsibilities

Reason for leaving.

2

Place of Employment _____

Position _____

Employment Address _____

Dates of Employment _____

Supervisor's Name and Phone Number _____

Supervisor's Email _____

General Responsibilities

Reason for leaving.

3

Place of Employment _____

Position _____

Employment Address _____

Dates of Employment _____

Supervisor's Name and Phone Number _____

Supervisor's Email _____

General Responsibilities

Reason for leaving.

4

Place of Employment _____

Position _____

Employment Address _____

Dates of Employment _____

Supervisor's Name and Phone Number _____

Supervisor's Email _____

General Responsibilities

Reason for leaving.

5

Place of Employment _____

Position _____

Employment Address _____

Dates of Employment _____

Supervisor's Name and Phone Number _____

Supervisor's Email _____

General Responsibilities

Reason for leaving.

Sequentially list your *teaching experience* if not listed above with the most recent first. For teaching experience not reflected within the provided space, please continue the same format on a separate sheet of paper.

1

Name of School _____

Position _____

Employment Address _____

Dates of Employment _____

Supervisor's Name and Phone Number _____

Supervisor's Email _____

General Responsibilities

[Empty text box for general responsibilities]

Reason for leaving.

[Empty text box for reason for leaving]

2

Name of School _____

Position _____

Employment Address _____

Dates of Employment _____

Supervisor's Name and Phone Number _____

Supervisor's Email _____

General Responsibilities

[Empty text box for general responsibilities]

Reason for leaving.

[Empty text box for reason for leaving]

Have you ever worked under a different name for any of the employers listed? If so, what was the name or names?

To what degree are you familiar with various Christian and secular textbook series (i.e. ACSI, Abeka, Bob Jones, CSI, Saxon math, Open Court Reading)?

[Empty text box for textbook series familiarity]

Textbook series preferences? _____

List any other educational advantages that you have, including opportunities for travel.

List any books or articles that you have read recently that have helped you to grow professionally.

Do you have an ACSI Teaching Certificate? Yes No What level? _____

Remains valid until _____

Have you had any courses in the Christian Philosophy of Education? If so, where and what?

If not, would you be willing to take online coursework? Yes No

Are you holding or have you already signed a contract for next year with any other educational institution?

Yes No

ADDITIONAL KNOWLEDGE

List/describe other activities/experiences which have further prepared you for this position.

Describe your skills in regard to technology and the level to which you are proficient.

SPIRITUAL LIFE REFERENCES

Give three references who are qualified to speak of your spiritual experience and Christian service. Do not list family members or relatives for reference. **List your current pastor first.**

1

Name _____

Position/Relationship _____

Address _____

Phone Number _____

Email _____

2

Name _____

Position/Relationship _____

Address _____

Phone Number _____

Email _____

3

Name _____

Position/Relationship _____

Address _____

Phone Number _____

Email _____

THE CHRISTIAN EDUCATOR

At Guardian Christian Academy we strive for academic excellence. However, as a Christian educational institution we also integrate biblical concepts and principles with the academic content. Our teachers serve as role models exemplifying the mind, attitude, and life of Christ. Each teacher has a personal relationship with Christ which becomes apparent in the classroom.

The Statements of Faith are the foundational elements upon which education at Guardian Christian Academy is based. As such the enclosed Statements of Faith are part of the application, your signature indicates wholehearted support of these beliefs.

CHURCH INVOLVEMENT

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? _____ Number of Years? _____

In what church activities are you involved and with what degree of regularity?

What other Christian service have you done since becoming a Christian?

Describe your routine of personal Bible study and prayer.

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

Have you had other course giving specific training for Christian schools? Give details.

Attach a typed copy of your personal Christian philosophy of education and how you would implement it in the classroom.

PERSONAL PHILOSOPHY

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

1. Why do you wish to teach in a Christian school?
2. What are the main characteristics that distinguish a Christian school from a public school?
3. What do you consider to be the proper classroom atmosphere for learning?
4. What is your philosophy of discipline? What do you consider inappropriate forms of discipline?
5. What areas do you feel are your strengths? Weaknesses?
6. What do you believe about the origin of the earth and mankind?
7. What would you like to be doing five years from now?
8. Describe how teacher evaluation has been helpful to you.
9. Please summarize any additional information that you would like to present regarding your candidacy for this position.

On a separate paper, give your Christian testimony.



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MISSION

Equipping students to become Christian leaders who impact the culture for Christ.

VISION

Guardian Christian Academy partners with parents to provide their children with a distinctly Biblical and academically excellent education that develops the body, mind, and soul, equipping students to be Godly leaders and to successfully engage the culture for Christ.

STATEMENTS OF FAITH

It is the desire of Guardian Christian Academy to provide a safe and caring environment in which children can learn both academic content and Biblical truths. Biblical values and moral ethics are integrated into the academic curriculum to help children adopt a Biblical worldview and develop into well-rounded individuals. Christian values are taught with individualized love and attention from teachers who are passionate about teaching, the Lord, and children. This education is based on the Statements of Faith listed below. The term “Bible” at GCA always refers to the Holy Bible, the compiled 66 books forming the Old and New Testaments, and is to be the Bible used and referenced at GCA.

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God. (I Timothy 3:15, II Peter 1:21)
2. We believe that there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28: 19, John 10: 30)
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (Acts 1:11 and Revelation 19:11).
4. We believe in the absolute necessity of regeneration (spiritual rebirth) by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God’s grace and through faith alone are we saved (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost: those who are saved unto the resurrection of life, and those who are lost unto the resurrection where they stand before the judgment seat of Christ (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:30, 5:18).
8. We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25)

9. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
10. We believe that any form of sexual immorality (including adultery, fornication, homosexual, transgender, and bisexual behavior/conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor 6:9-10)
11. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139)
12. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11)
13. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the policies of Guardian Christian Academy.

This Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Guardian Christian Academy's faith, doctrine, practice, policy, and discipline, the GCA School Board is the final interpretive authority on the Bible's meaning and application.

I have carefully read the above Statements of Faith and fully support it without mental or spiritual reservation. Recognizing past represented sin is forgiven through God's redemptive power, I can state with integrity that I live a lifestyle in Christ that reflects my endorsement of these beliefs. I am aware that violation of Guardian Christian Academy's Statements of Faith constitutes good cause for to terminate employment.

Signature

Date

Printed Name



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APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Guardian Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify 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 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize Guardian Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who may 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 references and my former employers 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, 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 may be required to submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as 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 conditioned upon receipt of background check information, including criminal background information. The school may refuse employment or terminate conditional employment if any information provided in this application is found to be false or 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 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.

Printed Name of Applicant

Signature of Applicant

Date