



DOMINION

Christian High School

"A Christian School of Excellence"

SUBSTITUTE TEACHER APPLICATION

Your interest in Dominion Christian High School is appreciated. Please fill out this application and return it to our school office. We will contact your references and evaluate the application. If it is satisfactory, we will arrange for a brief personal interview and will conduct a criminal background check.

We realize that the key to a successful Christian School is its staff, including substitute teachers. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your 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.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: ____/____/____

Present Address: _____

Phone: Days (____) _____ Evenings (____) _____

Best time to call you? _____

Day(s) available to substitute (circle): M T W Th F

B. POSITION DESIRED

For which subject(s) are you most qualified to substitute teach? _____

Are there subjects you would rather not substitute for? Which ones? _____

C. CHRISTIAN BACKGROUND

- **In your own handwriting on separate paper briefly give your Christian testimony.**

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

Yes _____ No _____ Signature: _____

Church
Service

Denominational preference: _____

What is your local church affiliation? _____

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

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

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

Devotional
Life

Describe your routine of personal Bible study and prayer.

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

D. PROFESSIONAL QUALIFICATIONS

Formal
Training

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s)

Your Minor(s)

Classroom
Experience

Sequentially list your classroom experience (teaching or substituting) with most recent first.

School	Grades/Subjects	Dates
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List any other educational advantages that you have had including opportunities for travel.

Christian
School
Preparation

Have you had any courses in the Christian Philosophy of education? ____

If so, where and when? _____

If not, would you be willing to take such a course by correspondence or

Otherwise? _____

Have you had other courses giving specific training for Christian day schools? _____ Give details _____

List any conferences or seminars which you have led or participated in the past.

E. PERSONAL PHILOSOPHY

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

Short
Essays

- A. Why do you wish to work in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline. Your attitude toward physical punishment?
- E. What areas do you feel are your strengths? Weaknesses?
- F. Please summarize any additional information that you would like to present regarding your candidacy for this position.

F. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backward for the past five years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Work Background

1. Employer _____
Position _____ Date of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

2. Employer _____
Position _____ Date of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

3. Employer _____
Position _____ Date of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

4. Employer _____
Position _____ Date of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

5. Employer _____
Position _____ Date of Employment _____
Address _____

Supervisor's Name and Phone Number _____
Reason for leaving _____

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

G. PERSONAL REFERENCES

You will need to sign the **Reference Release Form** that is attached and return it with this application. Do not list family members or relatives for references.

Give three references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

	Name	Complete Address	Phone	Position
1.	_____	_____	_____	_____
	_____	_____	_____	_____
2.	_____	_____	_____	_____
	_____	_____	_____	_____
3.	_____	_____	_____	_____
	_____	_____	_____	_____

Give three reference who are qualified to speak of your professional training and experience. List your current or most recent principal or supervisor first.

1.	_____	_____	_____	_____
	_____	_____	_____	_____
2.	_____	_____	_____	_____
	_____	_____	_____	_____
3.	_____	_____	_____	_____
	_____	_____	_____	_____

H. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that **Dominion Christian High School** 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 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.

I authorize **Dominion Christian High School** to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

I authorize reference 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 **Dominion Christian High 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 **Dominion Christian High 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 **Dominion Christian High School** to conduct a criminal records check.

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

Signature of Applicant

Date

Applicant's Name

Daytime phone number

Statement of Faith

Dominion Christian High School was founded and functions upon the basic fundamental principles of the Word of God. The following statements of faith and practice are held by every Dominion Christian High School employee and are acknowledged by each school family.

1. We believe the Bible (defined as the 66 books of the Old and New Testaments), to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21).
2. We believe there is only one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:29; 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 vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrew 2:9), His resurrection (John 11:25; I Corinthians 15:4), 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).
4. We believe in the absolute necessity of regeneration 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 we are 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; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 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).



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SUBSTITUTE TEACHER JOB DESCRIPTION

GENERAL DESCRIPTION

- Goal:** The substitute 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, under the authority of the regular classroom teacher.
- Overview:** The teacher shall be a born-again college graduate, who feels called of God to teaching young people. Other qualifications may be added by the Board as deemed appropriate.
- Contracted by:** There is no set contract for substitute teachers; they are hired on a day-to-day basis as needed.
- Responsible to:** Administrator and regular classroom teacher
- Supervises:** Students and aides
- Evaluation:** Teacher performance will be evaluated based on the Substitute Teacher Evaluation form.

REQUIRED PERSONAL QUALITIES

The teacher shall

- Have received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be a **Christian role model** in attitude, speech and actions toward others. This includes being committed to God's Biblical standards for sexual conduct. Luke 6:40.
- Be a member in good standing at a local, evangelical church which has a Statement of Faith in agreement with the school's Statement of Faith.
- Show by example, as appropriate, the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- 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

- Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to constituted authority.
- Shall notify the administration of any policy he/she is unable to support.
- Refuse to use or circulate confidential information inappropriately.
- Place his/her teaching ministry ahead of other jobs or volunteer activities while serving as a substitute teacher.
- Make an effort to appreciate and understand the uniqueness of the community.

JOB DESCRIPTION - Essential Functions

The teacher shall

- Reflect the purpose of the school which is to honor Christ in every class and in every activity.
- Motivate students to accept God's gift of salvation and help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Cooperate with the Board, the administration, and the regular teacher in implementing all policies, procedures, and directives governing the operation of the school.
- Teach classes as assigned by the regular classroom teacher.
- Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Keep proper discipline in the classroom and on the school premises for a good learning environment.
- Maintain a clean, attractive, well-ordered classroom.
- Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
- Keep the regular classroom teacher informed of any particular successes or problems faced.
- 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.
- Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
- Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
- Know the procedures for dealing with issues of an emergency nature.
- Inform the administration in a timely manner if unable to fulfill any duty assigned.

Physical Requirements to Fulfill the Essential Functions of this Job

(category blank if not applicable)

FREQUENCY OF REQUIRED EXPOSURE/USE

working environment	occasional	frequent	daily
cold (50 f or less)			
heat (90 f or more)			
gases/fumes/dust	x		
chemicals/solvents	x		
noise			x
climbing stairs			
crawling or kneeling			
standing			x
sitting			x
walking		x	
running			
bending		x	
reaching over shoulder	x		
pushing	x		
pulling	x		

operate machinery	occasional	frequent	daily
telephone	x		
fax	x		
copier	x		
computer		x	
printer		x	
calculator	x		
overhead projector	x		
AV equipment	x		
computer projector	x		

moving heavy items	occasional	frequent	daily
lifting/lowering:			
up to 20 lbs	x		
up to 50 lbs	x		
more than 50 lbs	x		
lifting over shoulder:			
up to 20 lbs	x		
up to 50 lbs	x		
more than 50 lbs	x		
carrying:			
up to 20 lbs	x		
up to 50 lbs	x		
more than 50 lbs	x		

other requirements	occasional	frequent	daily
on-time arrival (7:45 a.m.-3:15 p.m.)			x
regular attendance			x
summon emerg. help	x		
apply CPR/first aid	x		
lead field trips			
communicate data			x
prepare reports	x		
visual acuity: near			x
visual acuity: far			x
color discrimination			x
hearing			x
speech			x
manual dexterity			x
cutting	x		
eye/hand coord.			x
outdoor duty			
driving			
flying			