



# Employment Application Non-Instructional

Applicants are considered for employment without regard to age, color, sex, national or ethnic origin.

333 Jeremiah Blvd., Charlotte, North Carolina 28262 (704) 602-2283

## I. Personal Data

Date of Application \_\_\_\_\_

Name: \_\_\_\_\_  
First Name Middle (Maiden) Last

Address: \_\_\_\_\_  
Street City State Zip

Telephone Number \_\_\_\_\_ Cell Phone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_ Other Phone Number \_\_\_\_\_

Social Security Number \_\_\_\_\_

\* Do you have a current, valid, North Carolina Driver's License?  Yes  No

( A copy of your Driver's License will be requested if hired)

Position for which you are applying? \_\_\_\_\_

Full Time  Part Time  Either

\* Are you currently employed?  Yes  No

\* If Yes, may we contact your employer?  Yes  No

\* What is your current position? \_\_\_\_\_ Annual Salary/Hourly Wage \_\_\_\_\_

\* Why are you leaving your current position? \_\_\_\_\_

\* Who referred you to Northside Christian Academy? \_\_\_\_\_

\* Were you ever employed by Northside Christian Academy or Northside Baptist Church?  Yes  No

\* Have you ever filed an application with us before?  Yes  No

\* Have you ever been suspended without pay, or dismissed from employment or resigned while an investigation was in progress for possible disciplinary action?  Yes  No

If Yes, where and when? \_\_\_\_\_

\* Have you ever had a teaching certificate suspended or revoked or have you been placed on probation by the certifying agency?  Yes  No

If Yes, where and when? \_\_\_\_\_

\* Have you ever been convicted of crime, had adjudication withheld in a crime, pled no contest to a crime, **or has any court ever** deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense?  Yes  No

If Yes, please explain on a separate sheet and attach to this application.

- \* Are you currently being investigated or under a procedure to consider your discharge for misconduct by your present employer or have you offered a resignation to your employer?  Yes  No
- \* Have you ever resigned from a prior position without being asked, but under circumstances involving your employer's investigation of sexual harassment or contact with another person, or mishandling of funds, or of criminal conduct?  Yes  No
- \* Have you ever been charged in civil or criminal proceedings with improprieties regarding children?  Yes  No
- \* Have you ever been convicted of any offense involving dishonesty, breach of trust, stealing, any type of impropriety, or any type of felony?  Yes  No
- \* Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?  Yes  No
- \* Can you read and/or speak fluently second language?  Yes  No (Language - \_\_\_\_\_)

## II. Spiritual Preparation

- Do you have personal assurance that you are a born-again Christian?  Yes  No
- If yes, how long have you had this assurance? \_\_\_\_\_
- What church do you attend? \_\_\_\_\_
- Church Address \_\_\_\_\_
- Pastor's Name \_\_\_\_\_
- Check services that you regularly attend:  Sunday School  Sunday Morning Worship
- Sunday Evening Worship  Mid-week Evening Worship
- Are you a member?  Yes  No If yes, how long? \_\_\_\_\_
- In what areas of ministry are you currently serving? \_\_\_\_\_
- What is your denominational preference? \_\_\_\_\_
- Do you have a personal daily devotional time in your life?  Yes  No
- Using your Bible, could you lead someone to Christ?  Yes  No
- Do you use tobacco products?  Yes  No
- Do you drink alcoholic beverages?  Yes  No
- In your own handwriting on a separate sheet of paper briefly give your Christian testimony.
- Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct and truth?  Yes  No
- Signature: \_\_\_\_\_
- Please carefully read the Statement of Beliefs (see attachment #1) and indicate your support.
- I fully support the Statement as written without reservation. Signature: \_\_\_\_\_
- Please carefully read the Code of Ethics (see attachment # 2) and indicate your support.
- I fully support the Code of Ethics as written without reservation. Signature: \_\_\_\_\_

**III. References** (Please provide one pastoral reference, and at least one job reference from a previous employer.)

Name	Telephone Number & Email Address	Years Known & Capacity

**IV. Education**

	Name of Institution	Major/Minor	Dates Attended	Date Graduated	Degree Yes/ No
High School					
College					

**V. Employment History** – Sequentially list your job-related employment experience, beginning with the most recent. If you need additional space, please continue on the back side.

Dates (Month & Year)	Name & Address of Employer	Job Title	Major Duties	Reason for Leaving

**VI. Personal Philosophy**

A. Why do you want to work in a Christian school, and specifically at Northside Christian Academy?

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B. What characteristics make a Christian school unique?

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C. What do you believe about the origin of the earth and mankind?

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F. Briefly describe what you believe to be your greatest strength?

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G. Briefly describe an area you have identified as an area for improvement?

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**VII. Declarations**

<b>Indicate your response to each question by marking the appropriate box.</b>	<b>YES</b>	<b>NO</b>
If hired, can you show proof of authorization to work in the United States?		
Can you perform the essential functions of the job for which you are applying with or without reasonable accommodations?		
Can you work the hours required for the job?		
In the event of an offer for employment would you be willing to place your school age children at Northside Christian Academy providing that we can meet their academic, physical and social needs?		

**Sexual Misconduct/Child Abuse Statement**

To properly protect our children, all those serving in ministry capacities involving children or youth should provide the following information. Please sign and date your response. All responses are confidential.

During your lifetime, have you ever been accused of child molestation, child abuse, assault, lewdness, or sex offenses of any nature? Yes No

If yes, please explain the nature of the accusation, charge or conviction.

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I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's name (please print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

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

**Complete the following Authorization for Criminal/Court Records Check on page 5.**

# AUTHORIZATION FOR CRIMINAL/COURT RECORDS CHECK

## RELEASE AUTHORIZATION

- 1 In connection with my application for placement, I understand that an investigative report will be requested that will include information as to my character, work habits, performance, and experience, along with reasons for disciplinary action or termination or past employment. I understand that as directed by policy and consistent with the position described, you may be requesting information from public and private sources about my criminal record, driving record, education, and previous employment.
- 2 The fact that applicants have a criminal record will not be an automatic bar to employment or work as a volunteer. Factors such as age at the time of the criminal offense, seriousness and nature of the violation, time elapsed and subsequent rehabilitation will be taken into account.
- 3 I acknowledge that a telephonic facsimile (fax) or photographic copy shall be as valid as the original. This release is valid for most federal, state, and county agencies.
- 4 I hereby authorize, without reservation, any law enforcement agency, court, institution, information service bureau, school, employer, or other organization or person contacted by the employer or its agent to furnish the information described in the attached request.
- 5 Furthermore, I, the undersigned, do, for myself, my heirs, executors and administrators, hereby remise, release and forever discharge and agree to indemnify Northside Baptist Church/Christian Academy and each of their officers, directors, employees and agents harmless from and against any and all causes of actions, suits, liabilities, costs, debts, and sums of money, claims and demands whatsoever, and any and all related attorneys' fees, court costs, and other expenses resulting from the investigation of my background in connection with my application to become an employee or volunteer.

## PLEASE COMPLETE THE FOLLOWING

\_\_\_\_\_  
Signature

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

Please print your full name

The following information is required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purpose.

Please print other last names you have used

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
Name as it appears on license

\_\_\_\_\_  
State issuing license

# NORTHSIDE CHRISTIAN ACADEMY

## Attachment # 1

### STATEMENT OF FAITH

1. **Without apology**, Northside Christian Academy holds to the Statement of Faith of Northside Baptist Church of Charlotte, North Carolina.
2. **We believe** in the verbal inspiration and authority of the Scriptures.
3. **We believe** the Bible reveals God, the fall of man, the way of salvation and God's plan and purpose in the ages.
4. **We believe** in God the Father, God the Son, and God the Holy Spirit.
5. **We believe** in the Deity and Virgin birth of Jesus Christ.
6. **We believe** that salvation is "by grace" plus nothing and minus nothing.
7. **We believe** men are justified by faith alone and are accounted righteous before God, only through the merit of our Lord and Savior Jesus Christ.
8. **We believe** in the visible, personal, and pre-millennial return of Jesus Christ.
9. **We believe** in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

# NORTHSIDE CHRISTIAN ACADEMY

## CODE OF ETHICS

### ATTACHMENT #2

#### PHILOSOPHIC PRINCIPLES

The Christian educator values the worth and dignity of every person, the pursuit of truth, devotion to excellence, acquisition of knowledge, the nurture of democratic citizenship, and the spiritual and moral growth of each student. Essential to the achievement of these standards is the freedom to learn and to teach and the guarantee of equal opportunity for all.

The Christian educator's primary professional concern will always be for the student and for the development of the student's potential. The Christian educator will therefore strive for professional growth and will seek to exercise the best professional judgment and integrity.

The Christian educator shall be aware of the importance of maintaining respect and confidence of one's colleagues, of students, of parents, and of other members of the community. The Christian educator strives to achieve and sustain the highest degree of ethical, moral, and spiritual conduct. The maintenance of a biblical Christian testimony is paramount.

#### PRINCIPLES OF PROFESSIONAL CONDUCT

The following disciplinary rule shall constitute the Principle of conduct for the education profession of Northside Christian Academy and shall apply to any Christian Educator, or individual holding a valid teaching certificate from the Association of Christian Schools International.

Violation of any of these principles shall subject the individual to a recommendation for revocation or suspension of the individual teacher's certificate, possible loss of employment in the ministry of Northside Christian Academy, and/or the other penalties as provided by law.

##### Obligation to the student requires that the individual:

- a) Shall make reasonable effort to protect the student from conditions harmful to learning or to health or safety.
- b) Shall not unreasonably restrain a student from independent action in pursuit of learning.
- c) Shall not unreasonably deny a student access to diverse points of view.
- d) Shall not intentionally suppress or distort subject matter relevant to a student's academic program.
- e) Shall not intentionally expose a student to unnecessary embarrassment or disparagement.
- f) Shall not intentionally violate or deny a student's legal rights.
- g) Shall not on the basis of race, color, sex, age, national or ethnic origin, political beliefs, handicapping condition of otherwise qualified, or social and family background exclude a student from participation in a program, deny a student benefits; or grant student advantages.
- h) Shall not exploit a professional relationship with a student for personal gain or advantage.
- i) Shall keep in confidence personally identifiable information obtained in the course of professional services, unless disclosure serves professional purposes or is required by law.

##### Obligation to public requires that the individual:

- a) Shall take reasonable precautions to distinguish between personal views and those of any educational institution or organization with which the individual is affiliated.
- b) Shall not intentionally distort or misrepresent facts concerning an educational matter in direct or indirect public expression.
- c) Shall not use institutional privileges for personal gain or advantage.
- d) Shall accept no gratuity, gift or favor to obtain special advantage.
- e) Shall offer no gratuity, gift or favor to obtain special advantage.

Code of Ethics – Attachment # 2 - Continued

- f) Shall maintain a Biblical Christian testimony at all times in the classroom and in the community.
- g) Shall support and practice the philosophy of Northside Christian Academy.
- h) Shall work diligently to implement the mission of Northside Christian Academy with particular emphasis on preparing students to serve Jesus Christ as Lord.

Obligation to the profession of education requires that the individual:

- a) Shall maintain honesty in all professional dealings.
- b) Shall not on the basis of race, color, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, or social and family background deny to a colleague professional benefits or advantages or participation in any professional organization.
- c) Shall not interfere with a colleague's exercise of political or civil rights and responsibilities.
- d) Shall not intentionally make false or malicious statements about a colleague and shall observe Biblical principles in seeking to resolve all human relationship conflicts.
- e) Shall not use coercive means or promise special treatment to influence professional judgments of colleagues.
- f) Shall not misrepresent one's own professional activities.
- g) Shall not submit fraudulent information on any document in connection with professional activities.
- h) Shall not make any fraudulent statement or fail to disclose a material fact in one's own or another's application for a professional position.
- i) Shall not knowingly withhold information regarding a position from an applicant or misrepresent an assignment or conditions of employment.
- j) Shall not assist entry into or continuance in the profession of any person known to be unqualified in accordance with the principles of Northside Christian Academy and the Statement of Faith of Northside Christian Academy.
- k) Shall report to appropriate authorities any known violation of Northside Christian Academy code of Ethics.

**I have read and carefully considered the code of Ethics. I agree to abide by and fulfill these guidelines. I understand and agree that failure to perform these requirements will be grounds for termination.**

\_\_\_\_\_  
(Print) First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# NORTHSIDE CHRISTIAN ACADEMY

## TEACHER/STAFF REQUIREMENTS ATTACHMENT # 3

It is expected and required that a teacher or staff member at Northside Christian Academy be:

1. A fully committed Christian.
2. Dedicated to God's will for his/her life and totally committed to Northside Christian Academy as place of ministry.
3. A member in good standing of Northside Baptist Church or a Bible-teaching local church.
4. An active and positive force in marketing the school ministry in the community through maintenance of positive parental relations.
5. Consistent in maintaining and portraying a positive attitude towards Northside Christian Academy, staff, students, parents, administration and Northside Baptist Church leadership including Senior Pastor and Deacon Board.
6. Called of God to this particular place of ministry.
7. A peacemaker.
8. Called to teach and possess a working understanding of God's Word.
9. Willing to:
  - a. Study through formal classes, in-service sessions, and personal reading.
  - b. Train to develop new skills.
  - c. Organize classes, lesson plans and related duties to produce the highest quality outcome.
  - d. Teach with a loving, caring attitude and a realization that the responsibility for learning rests with the teacher.
10. Present early (at least one half hour before class begins).
11. Consistent in attending faculty meeting, In-service sessions, and other meetings called by the administration.
12. Willing to attend clinics and conferences to improve techniques and knowledge of job, as requested.
13. Consistent in following established lines of communication as presented in the organizational chart and in scriptural guidelines for problem resolution.
14. Committed to student retention and learning as a high priority.
15. Committed to the quality of education provided by Northside Christian Academy by maintaining enrollment of all school-age children in the family throughout the duration of employment (this is not mandatory but strongly encouraged).
16. Secure and maintain teacher certification with the Association of Christian Schools International.
17. Take course work necessary to meet all accreditation requirements for the field or grade level in which you are contracted to teach.

I have read and carefully considered the Teacher/Staff Requirements. I agree to abide by and fulfill these guidelines. I understand and agree that failure to perform these requirements will be grounds for termination.

\_\_\_\_\_  
(Print) First Name Last Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

## **NORTHSIDE CHRISTIAN ACADEMY**

### CHRISTIAN TEACHER JOB DESCRIPTION

#### **ATTACHMENT # 4**

#### **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 one who has received Jesus Christ as their Lord and Savior. The teacher shall be a member in good standing of a local, Bible believing church. The teacher shall be a college graduate, certified or certifiable by ACSI, who feels called of God to the teaching profession. Other qualifications may be added by the School Board as deemed appropriate.
- Contracted by:** School Board of Northside Christian Academy (NCA) of Northside Baptist Church (NBC) of Charlotte, NC., Inc., upon the recommendation of the Head of School.
- Responsible to:** Head of School and Division Principal
- Supervises:** Student teachers, aides, volunteers, and students.
- Evaluation:** Teacher performance will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and this job description. Details are found in the Employee Handbook.

#### **REQUIRED PERSONAL QUALITIES**

##### **The Christian teacher shall**

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. 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.
4. Be a member in good standing at Northside Baptist Church or a Bible believing/teaching church whose beliefs are in agreement with the Statement of Faith of NCA/NBC.
5. Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
6. Be in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
7. 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 Christian 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, 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 in 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 is unable to support.
8. Refuse to use or circulate confidential information inappropriately.
9. Place his/her teaching ministry ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the community.

**JOB DESCRIPTION - Essential Functions**  
**The Christian 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. Assist with the spiritual development of students by counseling students on matters of spiritual and personal concerns.
3. Lead students to a realization of their self-worth in Christ.
4. Cooperate with the School Board and administration and other teachers 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 Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
7. Keep proper discipline in the classroom and on the school premises for a good learning environment. Consistently implement school policies and procedures in the classroom. Help enforce school dress code.
8. Maintain a clean, attractive, well-ordered classroom.
9. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a Lesson Plan Book
10. 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.
11. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
12. 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.
13. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
14. Use homework effectively for drill, review, enrichment, or project work in accordance with school guidelines.
15. Assess the learning of students on a regular basis and provide progress reports as required.
16. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress. Grades shall be kept in Renweb (computer program) and teachers shall keep a hard copy as backup.
17. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure. Conduct private conferences with parents concerning the progress and growth of their children.
18. Provide extra assistance to students by offering help after school on a weekly basis.
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 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 devotional, in-service, professional growth opportunities (ASCI Teacher's Convention), grade level, department, committee, faculty, and Parent Teacher Fellowship meetings.
  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.
  26. Prepare adequate information and materials for a substitute teacher.
  27. Provide for the safety and well being of the students by recognizing potential dangers and by giving very close personal supervision.
  28. Develop and implement daily lesson plans for the use in instructional activities.
  29. Serve on appropriate faculty committees for curriculum review, accreditation, and other committees as deemed necessary by the school administration.
  30. Assist the administration to develop a meaningful annual budget by developing specific classroom goals and objectives which require expenditure of funds.
  31. Be diligent in submitting all required reports and paper work on a timely basis.
  32. Cooperate with the Administration by following school procedures and using adopted forms to carry out these responsibilities (i.e., purchase orders, request forms, discipline, referrals, monies collected forms, etc.)

### **Physical Requirements to Fulfill the Essential Functions of this Job**

#### **1. Site**

##### **Playground**

Elementary teachers are required to take their students onto the playground and supervise them during outside recess.

Faculty in the elementary school must organize students into units and accompany them outside onto the playground located some distance from the elementary building. Teachers must be able to keep up with students, control them until reaching the playground, and remain with the students on the playground.

#### **2. Building**

**Distances** (entrance to classroom, office to classroom, classroom to gymnasium/playground, classroom to faculty lounge, classroom to lunch area, etc.)

Students in each individual classroom are required to move about in the building from the classroom to the lunchroom, the library, the gym, and/or the music and art rooms. Teachers must be able to accompany students in the hallways or in other places in the building as they move from one location to another location.

##### **Multiple Buildings**

Our campus has multiple buildings. Teachers must be able to escort students from one building to another.

#### **3. Classroom**

##### **Height of whiteboards and bulletin boards**

Teachers must be able to write on the whiteboards and prepare bulletin boards between 4-7 feet in height so that students, particularly in the back of the room, can see the necessary information.

##### **Able to see and interact with students**

Teachers in the school must have sufficient vision to allow for active supervision and interaction with students.

#### **4. Teaching**

##### **Able to demonstrate lesson concepts using whiteboards, media, hands on materials.**

Teachers must be able to physically write on the whiteboard or overhead projector to demonstrate lesson concepts and provide educational information to students. Frequently teachers must use hands-on materials to demonstrate concepts. A teacher must be physically able to manipulate objects necessary for educational learning demonstrations.

##### **Able to communicate by speaking articulately**

Teachers must be able to communicate to their students by means of both spoken and written language. Therefore an essential job requirement is to be able to both physically speak and physically write fluent English in a understandable manner appropriate for learning to occur. A student must be able to understand a teacher's verbal instructions at all times.

##### **Able to think rationally showing high level of cognitive reasoning ability.**

Teachers must be able to demonstrate an ability to think rationally at all times and in all situations when teaching and supervising children. Teachers must be able to maintain a high level of cognitive reasoning ability, and must always be learning about the subject(s) that they teach.

##### **Communicate data (attendance, student assessment, report cards, etc.**

Teachers are required to prepare evaluation reports, fill in records, and on numerous occasions, communicate with parents in writing. Teachers must be able to use a computer for sending reports, recording grades, emailing, etc.

#### **5. Supervision**

##### **Indoor (classroom, hallways, lunch area)}**

Teachers must be able to actively supervise students within the classroom, hallways and lunch areas. On occasion, elementary faculty should participate with students in organized games and activities.

##### **Outdoor (playground, sports field). Weather conditions**

Teachers must be able to supervise students outdoors on the playground. Teachers must also supervise students at the closing of each school day as students are dismissed to go home. Typical weather in our area includes high humidity and hot temperatures for several months of the school year. Therefore an essential job requirement is for the teacher to be physically able to remain outside during times of high temperatures and high humidity supervising and interacting with students.

#### **6. Emergencies**

##### **Can summon help**

A teacher must be able to quickly summon help when an emergency arises either in the classroom, hallways, or on the playground.

##### **Can apply emergency first aid**

Teachers may be required to render minimal first aid to students who may be injured while in the classroom, gymnasium, or on the playground.

### **7. Attendance**

Teachers are required to be present every morning at 7:30 a.m. All teachers are required to attend faculty meetings and other special functions after school, and occasionally for meetings or other functions in the evening.

### **JOB DESCRIPTION - Supplemental Functions The Christian teacher shall**

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 in the school.
4. Support the broader program of the school by attending extra-curricular activities when possible.
5. Perform any other duties which may be assigned by the administration.