

Administrator Application

Mission Statement

Assisting Christian parents in Training God's children, through a Christ-centered education, for Service in God's world.

Statement of Faith

Timothy Christian School's mission is based on God's infallible Word, the Bible, and its explication in the ecumenical creeds and confessions of the Reformed tradition; all school board members and staff members must subscribe to this summary:

GOD. There is one infinite, holy, loving, personal God who speaks to us in Scripture and reveals Himself to us in His acts of creation, salvation, and renewal, as Father, Son, and Holy Spirit. As finite human beings created in God's image, we declare that it is our purpose and privilege to worship, honor, serve, and obey Him.

CREATION. The world belongs to God, who created it and faithfully sustains it by His providence. Creation is the theater of God's glory, displaying His power and majesty. God calls us to discover creation's resources, to receive these gifts with thanksgiving and delight, and to use them wisely as stewards and caretakers who are responsible to God and to our neighbor.

SIN. Our ability to carry out our human calling to honor God, serve our neighbor, and care for the creation is marred by the corrosive effects of sin, which touch every part of life. When our first parents listened to Satan's lie, questioned God's Word, and rebelled against Him, they brought His judgment upon themselves, their posterity, and the creation. Brokenness, disease, hate, arrogance, alienation, abuse of creation, and ultimately death are the inevitable fruits of sin in our world.

COVENANT. However, God has not rejected or abandoned His world but has turned to it in love. He gave the rainbow sign to Noah as a pledge of His promise to care for all creatures. He made a covenant with Abraham, promising to be a faithful God to him and his children, and through them to bless all nations. Through His servant Moses, God disclosed His law for the human community, promising rich blessing as the fruit of obedience. God always keeps His promises. We acknowledge with gratitude and joy that He is our God and the God of our children, that we are His people, and that this is His world.

REDEMPTION. As He promised, God in love sent Jesus Christ into the world to save it from sin and its consequences. The atoning death of the Son of God is the only payment for the debt of human sin, and Christ's resurrection is the only liberation from the powers of evil and death. The victorious Lord sends the Holy Spirit to create faith, cleanse and renew hearts, and build the church as a community of love and holiness. It is the church's mission to proclaim and live this good news and to make disciples of nations.

KINGDOM OF GOD. Jesus Christ is King of Kings and Lord of Lords. His kingdom is an everlasting kingdom, and He reigns over all things for our good. To be a citizen of this kingdom is a privilege, a joy, and a responsibility. Led by His Spirit, we place our every thought, word, and deed in the service of Christ's present and coming reign, and we live daily in the confident hope of His triumphant return.

Educational Objectives

“...to prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.” Ephesians 4:12-13

- A. Students will increase their understanding of the way in which God created our world with its beautiful unity and rich variety and how we as Christians are to see our responsibilities toward our world and man.
- B. Students will realize that they are unique children of the Lord and each has a special purpose and place in this world.
- C. Students will understand that to become disciples of Jesus Christ means developing skills, knowledge, and insights for living the full Christian life as contributing members of their families, churches, and communities.
- D. Students will view the Bible as the inspired and inerrant Word of God and the source for knowledge of Him and His desire for a personal relationship with us.

Timothy Christian School’s Expectations for Teachers

The following expectations for teachers here at Timothy Christian School are also part of your job description and the standards by which you and the principal will measure your growth as a Christian teacher.

In faithful living you are expected to

- Be committed to obeying Christ, your Redeemer.
- Have a regular and active devotional life.
- Practice love, joy, patience, kindness, self-control, gentleness, faithfulness, and truthfulness
- Model biblical principles in making choices.
- Be conscientious and responsible

In instructional planning you are expected to

- Translate the school’s student goals into specific objectives for lessons suitable to the age level and developmental needs of your students.
- Select and use curricular materials that will help students achieve these goals.
- Plan units that help students see wholeness and relevance in learning.
- Plan lessons that connect biblical principles to concepts about God’s world.
- Plan a variety of teaching strategies to match the learning styles of the students.
- Select in advance the means of assessment to measure students’ learning for a lesson or unit.

In teaching a class you are expected to

- Use class time well with activities that engage students’ attention and have a clear purpose.
- Give clear directions and well-organized examples and explanations.
- Listen carefully to students’ ideas and apply them to the lesson.
- Use questions and explanations that promote clear thinking and awe in students.
- Show interest and wonder in all learning through gestures, body movement, and voice inflection.
- Compose useful analogies to connect what students are learning to what they have already learned.

Timothy Christian School Administrator Application

In relating with students you are expected to

- Establish a climate of love and care.
- Define responsible Christian behavior for students, including guidelines and consequences for good and bad behavior in the classroom.
- Help students learn self-discipline through appropriate correcting, chastening, and counseling.

In professional growth you are expected to.

- Take responsibility for all tasks related to the classroom and parent communication.
- Keep current in scholarship on teaching, the purposes of Christian education, and your subject area.
- Work constructively with colleagues and administration by contributing ideas and listening to the ideas of others.
- Be able to articulate how your Christian faith integrates with your teaching.

In community relations you are expected to

- Communicate regularly with parents about their child's progress and needs.
- Celebrate Christian education in the broader community.
- Participate actively in the community, especially the church community.
- Model love for Christ and students beyond the school day.

Administrator Job Description

Organization: Founded in Wellsburg, Iowa by a group of parents in 1941, Timothy Christian School has worked to come along-side Christian parents to provide God-centered courses for their children in kindergarten through eighth grade. Timothy Christian School's mission is "Training For Christian Service."

For more information please visit www.timothychristianschool.net

Position: Timothy Christian School is seeking an Administrator who is highly self-motivated, an effective decision-maker, and able to identify and solve problems. The administrator shall be able to communicate effectively, both verbally and in writing. A successful candidate for this position will be expected to lead the school by prayerfully developing and maintaining a school that is thoroughly Christian in every area. Additionally, this position will be responsible for accomplishing the educational goals and objectives prescribed by the school in accordance with the policies and procedures approved by the school board. This position may also include teaching as deemed necessary by the school board. This person must be a mature believer who reflects the purpose of the school to honor Christ at all times.

Required Spiritual Qualities

- Acknowledge Christ as Savior and seek to live life as His disciple
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God – our standard for faith and practice
- Believe and actively support the school's statement of faith
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct
- Evidence the fruit of the Spirit and biblical principles in dealing with people
- Actively participate in a local evangelical church

Required Professional Qualities

- Successful classroom teaching experience, preferably in a Christian school
- Demonstrate a basic proficiency in word processing, creating and using a spreadsheet, e-mailing, managing databases, and accessing the Internet
- Maintain high standards of ethics, honesty, confidentiality and integrity in all personal and professional matters
- Possess humility and a willingness to be a team player
- Represent the school within the community with integrity and honesty
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy
- Holds, at minimum, a Bachelor's Degree in Elementary or Secondary School Education with a valid state certification to teach. Master's Degree in School Leadership with professional administrator license is preferred.

Essential Job Functions

Administrative Leadership:

- Chief Administrative officer, administer the day to day operation of the school and the ability to effectively perform these duties in addition to teaching
- Effectively communicate and administer all board policies, procedures, and directives to school staff in Christ-like manner
- Communicate clearly with prospective parents on the criteria for acceptance
- Responsible for promoting and maintaining a positive relationship and open communication line between the school board, staff and parents
- Make recommendations to the Board concerning the appointment, retention, promotion and assignment of all professional and nonprofessional personnel employed by the school
- Provide aggressive leadership and active involvement in the curriculum structure by:
 - a) Promoting curricular continuity Kindergarten through Eighth grades and maintaining current curriculum guides
 - b) Establishing and supervising staff committees for Curriculum development and review as well as recommending curriculum changes
- Have the power to discipline and suspend pupils in accordance with the discipline policy and to recommend dismissal or other disciplinary action
- Evaluate the efficiency and quality of the teaching performance of all the teachers and be prepared to submit an evaluation upon Board request
- Present an oral and written monthly report to the School Board regarding school programs, staff performance, and student discipline
- Assist and advise the Board in interpreting the school program to the parents and the community
- Be responsible for developing and maintaining appropriate relationships between the school and community by:
 - a) Providing the community with information concerning the activities, policies, and practices of the school
 - b) Fostering good relations with the sponsoring churches and other churches in the community and work well with area public schools
 - c) Maintaining an active relationship with the Christian school organizations at the state, regional, and national level
- Circulate when necessary a news bulletin to the parents regarding school affairs and functions
- Be responsible for all classroom scheduling, the scheduling of extracurricular activities, and building rentals

Timothy Christian School Administrator Application

to groups and organizations

- Keep Board informed concerning CSI accreditation requirements
- Provide specific information for long-range planning
- Purchase budgeted supplies and equipment
 - a) Expend up to \$100 per month for items not budgeted; expenses in excess of \$100 per month are subject to the approval the School Board
- Be responsible for the management of school business such as
 - a) Completing and submitting reports to the Board, Board committees, and state and local agencies as required
 - b) Ensuring that the federal and state aid programs are in order, if the Board accepts such aid
 - c) Coordinating facility usage and calendar events with the sponsoring churches and area schools
 - d) Organizing the graduation proceedings
 - e) Recommending a school calendar for the year
 - f) Prepare monthly schedules for school newsletter and local papers
- Administer policies of admission and enrollment of new students
- Attend meetings designed to strengthen his/her ability to administer and supervise the affairs of the school and make reports to the Board
- Perform other duties as assigned by the School Board

Academic Leadership:

- Ensure that school classrooms reflect a professional and Christian environment
- Keep abreast of major current trends in education in general and Christian education in particular through reading, graduate studies, conferences, and contacts with other educators
- Coordinate all research activities at the school including those in the areas of student curriculum, learning, and evaluation
- Lead the school staff in continuous professional development through such activities as new staff orientation, in-service opportunities, continuing education, and teaching demonstrations and training
- Endeavor to be a resource person when teachers need help with their curriculum planning, teaching techniques or methods, and teacher-child or child-parent relationships
- Be responsible, along with the teachers, for the discipline of all pupils in the school, on the playground, or at a school sponsored function
- Observe classroom work, and advise and counsel the teachers in their efforts to improve instruction
- Supervise the work of all of the school's staff
- Give leadership in planning and executing testing and research programs; the results to be reported to the Board and the parents
- Conduct a workshop prior to the school year for teachers so that they may be prepared for the coming school year
- Require the teachers to make available daily lesson plans on a weekly basis
- Supervise substitute teachers when they are needed, in addition to practice teachers
- Supervise all scheduling of teacher activities such as chapel schedules, devotions, and recess duty

Responsible to: Timothy Christian School Board

Evaluation: The Timothy Christian School Board will perform an annual evaluation of the Timothy Christian School's Administrator after receiving feedback from the teaching staff. At their discretion, the School Board may use surveys or seek input from other interested parties

Type of Position: Three-fifths to full time; performing administrative duties and possible part-time teaching responsibilities.

Administrator Application Instructions

This application may be filled out manually or on your computer (download at www.timothychristianschool.net). You must print a copy out and sign where noted. All areas of this application will be under consideration, so please complete thoroughly and write legibly. Mail to the school address, attention Timothy Christian School Board, or email to office@timothychristianschool.net. Thank you.

Check when complete:

- I have read the above Mission, Statement of Faith, Educational Objectives, Expectations for Teachers, and Administrator Job Description.
- I have completed, signed and dated this application.
- I have attached copies of degrees and certifications as applicable to the position for which I am applying.
- I have attached copies of my transcripts.
- I have distributed the attached reference forms to individuals who can testify to my spiritual, professional, and personal character.

Administrator Application

PERSONAL DATA:

Name _____ Date _____

Address _____

Home Phone _____ Work Phone _____

Cell Phone _____ E-mail Address _____

Marital Status _____ Date of Birth _____

Names and ages of children _____

CHURCH AFFILIATION:

Church where your membership is held _____

Church Address _____

Pastor's Name _____

Pastor's Phone # _____

EDUCATIONAL HISTORY:

(Please give name of school/college, address, and dates attended)

Elementary _____

High School _____

College _____

WORK EXPERIENCE:

**Name & Address
Of Employer**

**Dates
Employed**

**Job
Description**

Supervisor

Name & Address Of Employer	Dates Employed	Job Description	Supervisor

PERSONAL FILE INFORMATION:

Your college major: _____

Minor (s) _____

Professional/personal organizations in which you hold membership or participate

PERSONAL REFERENCES:

Name	Address	Phone Number	Relationship

QUESTIONS:

(If you need more space to expand on any item, please attach a separate sheet of paper.)

1. *Why are you interested in this position?*
2. *Discuss your career objectives and where you expect to be five years from now.*
3. *How do you view your role as a Christian School employee?*

Timothy Christian School Administrator Application

4. *What specific skills would you bring to this position?*

5. *What do you consider to be your gifts?*

6. *Please comment briefly on your Christian commitment.*

7. *What is your view of the child?*

8. *Other relevant experiences or comments.*

Authorization to Release Information

I have applied for a position as a _____ with Timothy Christian School. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals, which 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 all other matters related to my suitability for employment.

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 Timothy Christian 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 Timothy Christian School.

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 carefully read and do understand the above statements.

Applicant's Full Name (Print): _____

List any other names under which you have been employed. _____

Applicant's Signature: _____ Date: _____

I understand that Timothy Christian 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 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 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 conditional upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that reflects 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.

Signature of Applicant: _____ Date: _____



Spiritual Recommendation

Please complete and return to the above address, attention School Board. TCS cannot arrange an interview until receipt of this form.

Name of applicant: _____ Date: _____

Position desired: _____

I waive my right; do not waive my right to examine this form. _____

Applicant's Signature

The individual named above is applying for an administrator position at Timothy Christian School. We appreciate your honest evaluation of the applicant's spiritual life. Thank you for your part in this recommendation process.

Your name (please print): _____

Main telephone number: _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Please give us your honest evaluation of the following areas of the applicant's spiritual life.	Not Observed	Weak	Fair	Very Good	Out-standing
1. Personal commitment/devotion to Jesus Christ					
2. Life reflects the life of Jesus Christ in moral purity					
3. Actions are temperate and self-controlled					
4. Has a good working knowledge of the Bible					
5. Capable of communicating God's Word to children					
6. His/her life reflects Christian ethics					
7. His/her life is above reproach					
8. Manage his/her household well					
9. Exhibits control over emotions					
10. Actively extends Christ's love to others					
11. Has a great desire to learn and grow spiritually					
12. Deals with conflict in a biblical manner					
13. Is content with his/her life					
14. Is not given to drunkenness					
15. Is not materialistic					
16. Regularly attends church services					
17. Is a good influence on others					
18. Exhibits self-discipline					
19. Leads a respectable life					
20. Exhibits a life surrendered to the Lord					

Timothy Christian School Administrator Application

How would you describe the applicant's overall spiritual character?

How would you describe the applicant's overall Christian experience and example?

If the applicant is hired, is there an area of his/her spiritual life that TCS could help to nurture and grow?

Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to lead staff and teach young children at TCS?

Please include any additional comments below.

Signature _____ Date _____



18000 D Ave PO Box 70 Wellsburg, IA 50680
 Phone: 641-869-3679 Fax: 641-869-3510
www.timothychristianschool.net
office@timothychristianschool.net

Professional Recommendation

Please complete and return to the above address, attention School Board. TCS cannot arrange an interview until receipt of this form.

Name of applicant: _____ Date: _____

Position desired _____

I waive my right; do not waive my right to examine this form. _____

Applicant's Signature

The individual named above is applying for an administrator position at Timothy Christian School. We appreciate your honest evaluation of the applicant's professional life. Thank you for your part in this recommendation process.

Your name (please print): _____

Main telephone number: _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Where do you work? _____

What is your position? _____

Please give us your honest evaluation of the following areas of the applicant's professional life.	Not Observed	Weak	Fair	Very Good	Out-standing
1. Has a personal commitment to educational leadership					
2. Is able to lead effectively					
3. Is a role model for children and adults					
4. Is dependable					
5. Contributes as a team player					
6. Shows a genuine interest in students and staff					
7. Is active in extracurricular activities					
8. Manages time well					
9. Effectively handles conflict and disagreement					
10. Is a person of integrity					
11. Has a great desire to continue to learn					
12. Has the ability to communicate ideas well					
13. Resolves conflict					
14. Follows the counsel of supervisors					
15. Shows initiative					
16. Has strong work ethic					
17. Competent in teaching abilities					
18. Exhibits self-discipline					
19. Exhibits leadership skills					

Timothy Christian School Administrator Application

20. Exhibits intellectual ability					
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Please give us your honest evaluation of the following areas of the applicant's professional life.	Not Observed	Weak	Fair	Very Good	Out-standing
21. Demonstrates good interpersonal skills					
22. Acts as a coach or mentor to teachers and students					
23. Demonstrates potential for career advancement					
24. Effectively plans classroom strategies					
25. Demonstrates aptitude for chosen profession					

How would you describe the applicant's overall professional character?

How would you describe the applicant's overall Christian educational leadership abilities?

Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to lead staff and teach young children at TCS?

Please include any additional comments below.

Signature _____ Date _____



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Personal Recommendation

Please complete and return to the above address, attention School Board. TCS cannot arrange an interview until receipt of this form.

Name of applicant: _____ Date: _____

Position desired _____

I waive my right; do not waive my right to examine this form. _____

Applicant's Signature

The individual named above is applying for an administration position at Timothy Christian School. We appreciate your honest evaluation of the applicant. Thank you for your part in this recommendation process.

Your name (please print): _____

Main telephone number: _____

How long have you known the applicant? _____

What is your relationship to the applicant? _____

Please give us your honest evaluation of the following areas of the applicant's personal life.	Not Observed	Weak	Fair	Very Good	Out-standing
1. Is a person of integrity					
2. Displays a passion for educational leadership					
3. Shows a genuine interest in others					
4. Is dependable					
5. Is reliable					
6. Is honest					
7. Encourages others					
8. Manages time well					
9. Effectively handles conflict and disagreement					
10. Sets personal goals and follows through with them					
11. Shows respect towards others					
12. Is trustworthy					
13. Is self-disciplined					
14. Shows a consistency between words and actions					
15. Is a good listener					
16. Is loving toward others					
17. Is always available and accessible					
18. Easily builds relationships with others					
19. Offers a helping hand when others are in need					

Timothy Christian School Administrator Application

How would you describe the applicant's overall character? (Please describe actions or behaviors which can support your comments, if possible)

How would you describe the applicant's overall personality and how it fits with working at a Christian school?

Is there anything we should know about the applicant's life that would cause concern regarding his/her ability to lead staff and teach young children at TCS?

Please include any additional comments below.

Signature _____ Date _____