



SUBSTITUTE TEACHER APPLICATION

Thank you for your interest in substituting for Valley Christian School. We invite you to fill out this initial application and return it to our school office.

Application Name and Address

Full Name: _____

Application Date: ____/____/____ Date Available: ____/____/____

Present Address: _____

Email Address: _____

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

Best time to call you? _____ Social Security No. _____

Days and Times Available to Substitute: _____

Preferred Grade Levels for Substituting: _____ Pre-K & Kindergarten _____ Elementary
_____ Middle School _____ High School

Christian Background:

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

Yes _____ No _____ Signature: _____

Please carefully read our Statement of Faith and indicate below your degree of support.

_____ I fully support the Statement as written without mental reservation

Signature: _____

_____ I support the Statement except for the area(s) listed and explained below.

Signature: _____

Current Church of Attendance _____

Professional Qualifications:

What degree (if applicable) do you have? _____ Not-Applicable

Degree _____

Issuing Institution _____

Your Major(s) _____

Your Minor(s) _____

What teaching experience (if applicable) do you have? _____ Not-Applicable

School's Names _____ Grades or Subjects _____

What textbook publishers are you familiar with?

Do you have an ACSI Teaching Certificate? _____ State Teaching Certificate? _____
(attach a copy to your application)

On a separate sheet of paper, briefly give your Christian testimony and attach to this completed application.

On a separate sheet of paper, please provide three references that may be contacted.

Applicant's Certification and Agreement

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

Signature of Applicant

Date



AUTHORIZATION FOR RELEASE OF INFORMATION

I understand that Wisconsin Independent Christian Schools Inc. DBA Valley Christian School 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 Wisconsin Independent Christian Schools to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who 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 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 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 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.

Date of Birth: _____ Social Security #: _____

Signature of Applicant

Date



VCS CHRISTIAN TEACHER FUNCTIONS AND QUALITIES

GENERAL DESCRIPTION

Goal:	The teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.
Overview:	The teacher shall be a born-again college graduate, certified or certifiable, who feels called of God to the teaching profession. Other qualifications may be added by the Board as deemed appropriate.
Contracted by:	School board upon recommendation of the administrator for one year.
Responsible to:	Administrator
Supervises:	May supervise student teachers, aides, and volunteers.
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 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 in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
4. 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.
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 by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
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 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 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 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 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 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.
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.
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.
17. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
18. 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.
19. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
20. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
21. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
22. Attend and participate in scheduled devotional, inservice, retreats, committee, faculty, and Parent Teacher Fellowship meetings.
23. Know the procedures for dealing with issues of an emergency nature.
24. 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, 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 extracurricular activities when possible.
5. Perform any other duties that may be assigned by the administration.



CRIMINAL HISTORY AFFIDAVIT

The tremendous responsibility Wisconsin Independent Christian Schools (WICS) has to its students and community necessitates the following information from all applicants regarding convictions.* A record of conviction does not prohibit employment; however, failure to complete this form accurately and completely may mean disqualification from consideration for employment or may be cause for dismissal if employed. Applicants must report any convictions that occur subsequent to the time they initially completed this form.

Name: _____
Last First Middle

Other Names Used: _____ Dates of Usage: _____

Have you ever been convicted* or do you presently have pending any violations of law other than minor traffic violations? (In accordance with state law, convictions or pending charges will not be used or considered unless they are substantially related to circumstances of the particular job.)

No _____ Yes _____ If yes, please attach a letter of explanation. If you have more than two convictions or pending charges, list them on separate sheets of paper.

***Conviction** means the final judgment of a verdict or a finding of guilty, a plea of guilty, or a plea of nolo contendere, in any state or federal court of competent jurisdiction in a criminal case, regardless of whether an appeal is pending or could be taken.

I authorize the investigation of all statements contained herein and understand that any document relevant to this information may be reviewed by the agents of Wisconsin Independent Christian School. I understand that my employment is not finalized until the background investigation has been completed.

I certify that the answers given by me in this application are true and correct without omissions of any kind. I agree that the school corporation shall not be held liable in any respect if my employment is terminated because of false statements or omissions of information made by this application. In consideration of the school corporation's review of this application, I hereby release WICS as well as all providers of information from any liability and for any damage which may result from the furnishing and receiving of this information.

Date

Signature



DECLARATION OF ETHICAL AND MORAL INTEGRITY

As an applicant for a position at Wisconsin Independent Christian Schools, Inc., and its ministries,

I _____ recognize, understand, and adhere to the moral and ethical standards and mandates of said corporation. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes the following:
homosexuality, verbal, physical or sexual abuse as defined by Scripture and state law. I do declare that the above statement is factual and true. By affixing my signature, I declare that I meet the moral and ethical stands of Wisconsin Independent Christian Schools, Inc.

Applicant signature: _____

Date: _____

Administrator Signature: _____

Date: _____



STATEMENT OF FAITH

We believe:

- The Bible is the Word of God, inspired, inerrant, infallible, and the sole authority for faith and practice (2 Timothy 3:16-17; 2 Peter 1:21).
- God as triune, His personality and external existence expressed in three persons: Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- In the deity of our Lord Jesus 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 (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; 1 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).
- 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 through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
- The present ministry of the Holy Spirit is to indwell and fill the believer for witnessing, learning, and living a Godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
- In the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- 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).

I hereby acknowledge that I am in full agreement with the above Statement of Faith.

Signature

Date