

New Teacher Application

Mountain View Christian Schools

Preschool Elementary School Junior High Prep School Junior High School High School



3900 East Bonanza Road Las Vegas, NV 89110
702-452-1300 ph 702-452-0499 fax
www.mvcs.net



Your interest in **Mountain View Christian Schools** is appreciated. We invite you to fill out this initial application and return it to our school office. If an opening occurs for which you may qualify, we will schedule an interview. We will also contact your references.

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. 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.

A. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application date: _____ / _____ / _____ Date available: _____ / _____ / _____

Present Address: _____

E-mail Address: _____

Phone: Days (_____) Evenings (_____)

Best time to call you? _____ Soc. Sec. No. _____

How long have you lived at the above address? _____

Permanent Address and Phone number if different than present address:

Please add additional address information where you have resided during the past five years:

The mission of Mountain View Christian Schools is to graduate Christian Leaders who by their commitment to academic excellence and spiritual vitality will transform the world for Jesus Christ

B. POSITION DESIRED

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference

() Kindergarten _____

() Elementary _____

() Junior High Prep (5th and 6th Grade) _____

() Junior High (7th and 8th Grade) _____

() High School _____

Full time _____ Part time _____ Substitute _____

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

Special Abilities

Please list activities or sports which you would be capable of and willing to direct, sponsor, advise, or coach. (Indicate grade or ability levels).

Future Plans

What would you like to be doing five years from now?

C. CHRISTIAN BACKGROUND

Bible

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: _____

Mission Statement

Please carefully read our Mission Statement, Statement of Faith, and Core Values on the following page and indicate below your degree of support.

Statement Of Faith

_____ I fully support the Statements as written without mental reservations.
Signature: _____

and

Core Values

_____ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Signature: _____

Mission Statement

The Mission of Mountain View Christian Schools is to graduate Christian Leaders who by their commitment to academic excellence and spiritual vitality will transform the world for Jesus Christ.



We Believe.....

the Bible to be the only inspired, infallible, authoritative Word of God.

there is one God, eternally existent in three persons; Father, Son & Holy Spirit.

in the deity of our Lord Jesus Christ, His virgin birth, in His sinless life, in His miracles, in His victorious & atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power & glory.

that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.

in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live godly life.

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.

in the spiritual unity of believers in our Lord Jesus Christ.

parents are responsible for the education of their children. The function of the Christian school is to assist Christian families in this responsibility by helping each pupil to become born again Christians and build Christian character and a Christian perspective.

Core Values

We Value People - We believe people matter to God, and therefore, ought to matter to the church. John 3:16 (NIV)

We Value God's Word - We believe that the Bible is God's inspired Word, the authoritative and trustworthy rule for faith and practice for all Christians. 2 Timothy 3:16,17 (NIV)

We Value Growth - We believe that man was created with enormous potential and that growth in all areas of life is both natural and expected. Ephesians 4:15,16 (NLT); Romans 12:1,2 (MG)

We Value Service - We believe that we were created to serve God and our fellow man. Josh. 24:15 (NIV); I Ptr 4:10 (NIV)

We Value Leadership - We believe that everything rises and falls on leadership, therefore, we must dedicate ourselves to the identification and development of leaders. Romans 12:6-8 (NIV)

We Value Creativity - We believe that every person has significant creative potential, and that creativity is essential for the demands of the 21st century. Genesis 1:1 (NIV); Genesis 1:27 (NIV)

We Value Humor - We believe a sense of humor is crucial to enjoying life. Romans 12:14 (MG); Proverbs 17:22 (GN)

We Value Optimism - We believe your attitude is more powerful than your gifting in determining your success in life. Ephesians 3:20 (MG); Ephesians 6:5 (MG); Mark 9:23 (NIV)

We Value Teamwork - We believe cooperative effort towards a Holy Spirit inspired dream honors God and points people to Christ. Ecclesiastes 4:9 (NIV); Psalm 133:1 (NIV); Romans 12:5 (NLT)

We Value Change - We believe the message of Jesus Christ is timeless, however, the method's we use to communicate God's word must be relevant and adaptable to an ever changing culture. I Chronicles 12:32 (NIV)

We Value Excellence - We believe excellence honors God and inspires people. Colossians 3:17 (MG)

We Value Courage - We believe life is filled with risk and adventure, therefore, we must courageously face each challenge with faith and perseverance. Joshua 1:9 (NIV); Hebrews 11:6 (NIV)

***Church
Service***

Denominational preference? _____

What is your local church affiliation? _____

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

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

What is your attitude toward working with other beliefs that may differ from your own?

Are you capable of teaching a Bible class? _____ If yes, what would be your subject preferences and why?

***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

Please attach photocopies of all your transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

Formal Training

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s)

Your Minor(s)

Cumulative grade point average BA _____ Graduate work _____

Teaching Experience

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
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To what degree are you familiar with various Christian or secular textbook series (i.e., ACSI, ABeka, Bob Jones, Radiant Life, Concordia, Houghton Mifflin, etc.)?

Textbook series preferences? _____

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

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

***Teaching
Credentials***

Do you have an ACTS or ACSI Teaching Certificate? _____

What level? _____ Remains valid for _____ years.

Do you have a state teaching certificate? _____ State? _____

What kind? _____ Remains valid for _____ years.

Endorsement(s) List semester hours in endorsement area(s)

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

*** Please attach photocopies of any certificates held.**

***Christian
School
Preparation***

Have you had any courses in the Christian Philosophy of Education? _____
If yes, please attach your Christian Philosophy of Education.

Have you had other courses giving specific training for Christian schools? _____
If yes, please provide an overview.

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

Describe how teacher evaluation has been helpful to you.

E. PERSONAL PHILOSOPHY

Short Essays

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

- A. Please describe how you came to know Jesus Christ as your personal Savior?
- B. How is the Christian School a distinctively different educational experience than a secular private school and/or a public school?
- C. Describe how you would instill the Core Values of MVCS (found on page three of this application) into the classroom.
- D. Define authority and describe how it impacts classroom discipline.
- E. Describe the inherent nature of a person, and their purpose in life?
- F. Describe your spiritual gifts and how you can improve to maximize their effectiveness
- G. What do you believe about the origin of the earth and mankind?
- H. 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 backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

Work 1. Employer _____
Background Position _____ Dates of Employment _____
Address _____

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

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

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

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

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

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

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

5. Employer _____
Position _____ Dates 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?

Have you already signed a contract for next year with any other educational institution? Yes No

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.

Reference 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 references who are qualified to speak of your professional training and experience. **List your current or most recent principal or supervisor first.**

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

H. APPLICANT’S CERTIFICATION AND AGREEMENT

I understand that **Mountain View Christian Schools** does not discriminate in its employment practices against any person because of race, color, nationality 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. 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 **Mountain View Christian Schools** 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 other matters related to my suitability for the job.

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 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 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 to reflect adversely on the school or on me as a Christian role model.

I understand that this is an 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 _____

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AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with **Mountain View Christian Schools**. 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 **Mountain View Christian Schools**, 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 **Mountain View Christian Schools**.

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 Name (Print)

Date

Applicant's Signature

Applicant's Social Security Number

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CHRISTIAN TEACHER JOB DESCRIPTION

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 born-again, holding or pursuing a college degree, and certified or certifiable. The teacher also 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:

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.

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, and lead students to a realization of their self-worth in Christ.
3. Cooperate with the Board and administration in implementing all policies, procedures, and directives governing the operation of the school.
4. Teach classes as assigned following prescribed scope and sequence as scheduled by the administrator.
5. Integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
6. Keep proper discipline in and out of the classroom and on the school premises for a good learning environment.
7. Maintain a clean, attractive, well-ordered classroom.
8. Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a Lesson Plan Book.
9. 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.
10. Utilize valid teaching techniques to achieve curriculum goals within the framework of the school's philosophy.
11. 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.
12. Plan through approved channels the balanced classroom use of field trips, guest speakers, and other media.
13. Use homework effectively for drill, review, enrichment, or project work.
14. Assess the learning of students on a regular basis and keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.
15. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
16. 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.

Job Description ~ Essential Functions, continued

17. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
18. Follow the Matthew 18 principle in dealing with students, parents, co-workers, and administration.
19. Seek the counsel of the administrator, colleagues, and parents while maintaining a teachable attitude.
20. Attend and participate in scheduled devotional, inservice, retreats, committee, faculty, and Parent Teacher Fellowship meetings.
21. Know the procedures for dealing with issues of an emergency nature.
22. Inform the administration in a timely manner if unable to fulfill any duty assigned.
23. Prepare adequate information and materials for a substitute teacher.

Physical Job Description ~ Essential Functions

1. **Site:** A *Preschool - 6th Grade* teacher must gather his/her children together on the parking lot into a cohesive unit and be able to move the children from an area on the parking lot to a building and/or modular.
2. **Classroom Location:** Some Elementary classrooms are located in modulars away from the main building. Teachers must be able to climb stairs to reach the classroom.
3. **Teaching:** Faculty must be able to clearly communicate data to students during instruction, which includes the use visual materials such as chalkboards. Teachers are required to prepare evaluation reports, fill in records, and communicate with parents both verbally and in writing.
4. **Hallway Monitoring:** Students are required to move about in the building from the classroom to the restroom, lunchroom, library, the gym/playground, and other classrooms. Teachers must be able to monitor students as they move from one place to another.
5. **Air Quality (Dust) & Wind:** Faculty must organize students into units and accompany them outside onto the playground, to the gymnasium, or to the main building if coming from a modular. Teachers must be able to keep up with students, control them until reaching their destination, and sometimes remain with them.
6. **Emergencies:** A teacher must be able to quickly summon help when an emergency arises either in the classroom, gym or on the playground. They are required to be certified yearly in CPR / First Aid training.



AUTHORIZATION FOR RELEASE OF INFORMATION

In connection with my application for volunteer or paid service with either The Champion Center of Las Vegas (CCLV) or Mountain View Christian Schools (MVCS), I authorize CCLV or MVCS to request any present or former employer, school, police department, financial institution, Division of Motor Vehicles, consumer reporting agencies, personal references or other persons or agencies having knowledge about me, in order that my qualifications may be evaluated. I further authorize ongoing procurement of the above-mentioned reports at any time during my employment, contract or tenancy.

I authorize without reservation, any person, agency, or other entity contacted by The Champion Center of Las Vegas and/or MVCS for the purposes of obtaining background report information, to furnish the above-mentioned information.

I release CCLV and/or MVCS, and its agents, officials, representatives or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me or my heirs, family or associates because of compliance with this authorization and request for release of information.

Employment Background Check Department You're Applying For:
Volunteer Background Check: Department You're Volunteering For:
Driver Classroom Aide Coach Youth/Teen Worker Children's Ministry
Other:
Driver's License State: Exp: Driver's License Number:
I understand that if I am driving my own vehicle I am required to show proof of a minimum of \$50,000/\$100,000 insurance coverage
I have had no moving violations in the past three years
I have had the following moving violations in the past three years listed below:

Please print the following personal information:
Last Name: First Name: Middle Initial:
Date of Birth: City: County: State:
Male: Female: SS#:
Other or Former Names (including maiden name, if applicable):
Current Address: How Long:
City: County: State: Zip:
Previous Address: How Long:
City: County: State: Zip:
Current Phone #: Cell Phone #: E-mail Address:

By signing below I confirm that all information contained in this release is accurate and true. Please return completed form and copies of your current Nevada Drivers License and Social Security card to the appropriate Administrator or Pastor.

Signature: Date: