



EDUCATING CHILDREN TO IMPACT THE WORLD FOR CHRIST

EMPLOYMENT APPLICATION ADMINISTRATOR

Qualifications for Administrator Candidates

Heritage Christian School, located in beautiful Bozeman, Montana, is a non-denominational, evangelical Christian school for students whose parents are genuine believers of Jesus Christ. The Administrator at Heritage Christian is responsible for the comprehensive health, well-being, and success of the school. He or she will provide academic, spiritual, and organizational leadership in order to accomplish the mission and vision of the school.

The mission statement of Heritage Christian School is to educate students by integrating academic excellence with a biblical worldview, helping Christian families to impact the world for Christ.

HCS has an emphasis on academics and provides many exciting growth opportunities outside of the classroom for our students including:

- Secondary “go” days to volunteer and serve in our community
- Soccer, volleyball, boys’ and girls’ basketball, track, golf, ultimate frisbee, and robotics
- Band, choir, and fine arts
- Annual spring drama production
- 8th grade Washington D.C. trip where history comes alive
- 11th/12th grade international mission trip to love and serve others

The following qualifications are requirements for an individual to hold a staff position at Heritage Christian School. Candidates who do not meet the stated qualifications but believe there may be circumstances surrounding their situation may feel free to continue with the application process.

SPIRITUAL QUALIFICATIONS

All staff at Heritage Christian School shall:

- Be born-again Christians living in accordance with biblical principles and standards.
- Manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model both in and out of school to pupils and as an example to parents and fellow faculty members in judgment, respect, and Christian living. This includes but is not limited to refraining from the use of alcohol, tobacco, illicit drugs and vulgar and profane language, or homosexual or adulterous activity.
- Have a clear testimony, i.e. having a personal relationship with the Lord Jesus Christ and being able to articulate that relationship both verbally and in a written form. He/she should not be a novice or new Christian.
- Hold a personal evangelical persuasion, i.e., a commitment to the inspiration and authority of God's Word with a vital, growing faith and in agreement with the school's doctrinal statement.
- Be in active fellowship in an evangelical church. All teachers shall give evidence of good moral character and be good Christian role models.

PROFESSIONAL QUALIFICATIONS

Our desire is to hire an extrovert who is engaging, personable, and easily able to connect with and relate to the staff and families at Heritage. From a professional perspective we require:

- Bachelor’s Degree in elementary/secondary education or administration—Master’s Degree is preferable
- 3-5 years previous teaching/administration experience is desirable

- ACSI principal/administrator's certificate (or be willing to complete within first year)
- Excellent communicator who loves people
- Ability to make difficult decisions and communicate them diplomatically
- Development/fundraising experience desirable
- Proficient with technology including Microsoft Office and FACTS (FKA: RenWeb)

RESPONSIBILITIES

The successful applicant will be responsible for overseeing and directing the overall well-being and success of the school—including accreditation, admissions, board communication, curriculum, direct admin team, discipline, manage budget/finances, staff hiring and training, strategic plan execution, and ongoing day-to-day operations

EMPLOYMENT PROCEDURE

- Applicants submit a completed application and resume and send to board@heritage-christian.org
- The School board and an appointed hiring committee member shall initially screen the papers of all prospective candidates, including contacting former employers and references. The committee will choose the top two candidates for a final interview.
- The School Board, with considered input from the committee, will then make a final decision. In all cases, the School Board will make the final decision.
- Notification of hiring decision will be made to applicants.



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Administrator Employment Application

Please type or print clearly in ink.

A. CONTACT INFORMATION

Full Name: _____ Application date: _____

Previous name(s): _____ Date available: _____

Complete address: _____
(Street or P.O. Box) (City) (State) (Zip)

Length of time at above address: _____ Home phone: _____

E-mail address: _____ Cell phone: _____

Permanent address and phone number if different than present address: _____

B. POSITION DESIRED

Please indicate position(s) for which you are applying: _____

How did you learn of the position for which you are applying? _____

C. CHRISTIAN BACKGROUND

Have you accepted Jesus Christ as your Lord and Savior? _____ Yes _____ No

If yes, please state when: _____

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

Please carefully read the attached Statement of Faith and indicate your degree of support by checking the applicable blank.

_____ I have read and do fully support without reservations the Statement of Faith as written.

_____ I have read and support the Statement of Faith 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.

Denominational preference: _____ Local church affiliation: _____

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

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"The fear of the Lord is the beginning of wisdom, and knowledge of the Holy One is understanding." PROVERBS 9:10

Are you presently a member in good standing? _____ Yes _____ No Years: _____

Please list other Christian service(s) you have performed since becoming a Christian. _____

To what extent do you believe you should become involved in Sunday and other weekday ministries of the church of which you are a member? _____

Please describe your routine of personal Bible study and prayer. _____

List books you have read recently that have helped you spiritually. _____

D. EDUCATION

Please list college or vocational programs you have completed. Attach additional information as needed.

College/University	Location	Major	Dates	Degree
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Cumulative grade point average: Bachelor's: _____ Graduate work: _____

Total number of semester hours completed **after** Bachelor's degree: _____

E. STUDENT TEACHING

School: _____ Phone: _____

Address: _____

Subject(s) taught: _____ Grade(s): _____

Supervisor: _____ Phone: _____

F. CERTIFICATION

Do you have an ACSI Teaching/Principle Certificate? _____ Yes _____ No

Level: _____ Expiration: _____

Do you have a state teaching certificate? _____ Yes _____ No

If yes, specify which state(s): _____

Endorsements	Semester hours in concentration area
_____	_____
_____	_____

Have you ever had a teaching license revoked? _____ Yes _____ No

If yes, please explain. _____

Have you taken any courses in the Christian philosophy of education? _____ Yes _____ No
If yes, please describe, including when and where: _____
If no, would you be willing to take such a course by correspondence or otherwise?
_____ Yes _____ No

G. EMPLOYMENT

Please start with your most recent employer first and account for the past ten years. You may include volunteer and paid experience. Attach additional information as needed.

Position: _____ Dates of Employment: _____
Employer/Address: _____
Supervisor/Title: _____ Phone: _____
Reason for leaving: _____ Salary: _____

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Employer/Address: _____
Supervisor/Title: _____ Phone: _____
Reason for leaving: _____ Salary: _____

Position: _____ Dates of Employment: _____
Employer/Address: _____
Supervisor/Title: _____ Phone: _____
Reason for leaving: _____ Salary: _____

Have you ever worked under a different name for any of the employers you have listed?
_____ Yes _____ No
If so, what was the name or names? _____

Have you served in the military? _____ Yes _____ No
If yes, please state branch, rank, experience, types of training or education you received:

Have you ever been released or discharged from employment or resigned to avoid such release or discharge?
_____ Yes _____ No
If yes, please explain. Include date of discharge or resignation and reason for discharge or resignation.

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct or harassment policy?
_____ Yes _____ No

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? _____ Yes _____ No

Have you ever been charged in **civil** or **criminal** proceedings with improprieties regarding children? _____ Yes _____ No

Have you ever pleaded guilty to or been convicted of at least one violation of criminal law, 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 attach and sign a complete description of the circumstances surrounding such conviction. (This may not necessarily disqualify a person from employment.)

Have you signed a contract for next year with another educational institution? _____ Yes _____ No

Do you have the legal right to work in the United States? _____ Yes _____ No

Are you able with or without reasonable accommodations to perform the functions of the job for which you are applying? _____ Yes _____ No

Days absent from work last year: _____

H. REFERENCES

Please provide current information. Individuals listed may not be family members or relatives and should be other than those who have submitted written letters of reference.

List three references who are qualified to speak of your spiritual qualifications and Christian service. **Please list your current pastor first.**

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

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

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

I. PROFESSIONAL QUALIFICATIONS

Please list all contracted teaching administrative experience for which licensure was required and/or a contract issued starting with the most recent. Do not list substitute teaching unless a contract was issued.

Grade(s) or Subject(s)	Dates	Number of contracted days	Hours/FTE

Please describe the degree with which you are familiar with various Christian or secular textbook series (e.g., ACSI, A Beka, Bob Jones, Saxon Math, Open Court Reading, etc.). _____

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

List professional conferences or seminars that you have attended or led recently. _____

Describe other educational experiences that you have had including opportunities for travel. _____

Please list memberships or offices held in professional groups or other organizations that you consider relevant to your ability to perform this job. _____

Have you taken any courses giving specific training for Christian schools?

_____ Yes _____ No

If yes, please describe, including when and where: _____

Are you capable of teaching a Bible class?

_____ Yes _____ No

If yes, please state subject preferences: _____

Please list other pertinent qualifications, skills, or licenses. _____

J. PERSONAL INFORMATION

Hobbies and personal interests. _____

Please list what periodicals you read regularly. _____

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

K. CURRENT ISSUES

The administrator may be asked specific questions by your students about controversial issues. Please share your personal convictions as a Christian toward the following issues:

Wine, beer, and other alcoholic beverages: _____

Smoking and chewing tobacco: _____

Marijuana and other non-prescription drugs: _____

Entertainment (music, dancing, movies): _____

Premarital sex: _____

Divorce and remarriage: _____

Abortion: _____

Homosexuality: _____

L. PERSONAL PHILOSOPHY

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

- A. Why do you wish to be the administrator in a Christian school?
- B. What do you consider to be the proper classroom atmosphere for learning?
- C. What is your philosophy of discipline?
- D. What areas do you feel are your strengths? Weaknesses?
- E. Please summarize any additional information that you would like to present regarding your candidacy for this position.

M. ADDITIONAL INFORMATION

- 1. Attach your Christian testimony on separate paper.
- 2. Attach a typed copy of your personal Christian philosophy of education.
- 3. Please attach photocopies of any teaching certificates held.
- 4. Please attach photocopies of all post-secondary transcripts. Should you be offered a position official copies of transcripts must be provided at that time for inclusion in your personnel file.
- 5. Please attach signed Consent for Background Check

N. APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Heritage Christian School prohibits discrimination in its employment practices against any person because of race, color, national or ethnic origin, gender, age, marital status, or qualified 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 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 Heritage Christian School 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 of my testimony and work record. I authorize the school to thoroughly investigate my past work records and evaluations, education, and other matters related to my suitability for the position.

I authorize references and former employers to disclose any and all information of a confidential or privileged nature including employment records, performance reviews, letters, reports, and other information related to my life and employment without giving notice of such disclosure. I authorize Heritage Christian School and its agents to conduct a thorough criminal records check, and understand that I may be required to submit fingerprints. I agree to fully cooperate in providing and recording as many sets of my fingerprints as necessary for such investigation.

I release Heritage Christian School and any organization, company, institution, or person furnishing information to the school and its agents as expressly authorized above, from any and all claims, demands, or liability for damage arising from or in any way related to such investigation or disclosure. I waive the right to personally view any references given to the school.

I understand and agree that any offer of employment that I may receive from Heritage Christian School is conditioned upon the receipt of background information, including criminal justice information. The school may refuse employment or terminate conditional employment if the school deems any background information to be unfavorable or that could reflect adversely on the school or on me as a Christian role model.

I declare that during the past year I have not engaged in, nor am I engaging in at the current time, and promise that I will not during the term of my employment, engage in inappropriate sexual conduct, which includes but is not limited to behaviors such as heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), gay, bisexual, and or transgender conduct, homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I certify that I have carefully read and do understand the above statements, and do declare that the above statements are factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this school. I understand that this application does not constitute an agreement or contract for employment.

Applicant's Signature

Date

STATEMENT OF FAITH

The following truths are held in common agreement at Heritage Christian School:

- There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit. (*Isaiah 43:10, 44:8; John 1:1-3, 3:16; 2 Corinthians 13:14*)
- Jesus Christ is true God and true Man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice. All who believe in Him are justified on the grounds of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of Majesty on High as our Great Priest. (*Matthew 1:18, 23; Isaiah 53:5; Titus 2:14; Hebrews 7:25; Romans 3:24-25; Matthew 28:6; John 20:9; Hebrews 4:14*)
- The Holy Spirit is a divine Person, sent to indwell, guide, teach, and empower the believer, and convince the world of sin, of righteousness and of judgment. (*John 14:16-17; Acts 1:5, 8; Galatians 5:16, 25*)
- The Old and New Testaments, inerrant and infallible as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. The Bible constitutes the divine and only rule of Christian faith and practice. (*II Timothy 3:16, 17; II Peter 1:19-21; John 5:39; Matthew 24:35; Psalm 119:89*)
- Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. (*Genesis 1:27; Romans 3:23; Psalm 51:5; Romans 5:12, 15-19*)
- Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him, accepting Him as personal Lord and Savior, are born again of the Holy Spirit, receive the gift of eternal life, and become children of God. (*Romans 5:1-2, 6:23, 8:1; John 6:47; Ephesians 2:13; John 3:16*)
- The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations. The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the Gospel, and observance of the ordinances of baptism and the Lord's Supper. (*Romans 6:4, 12:5; Acts 2:47; I Corinthians 11:26, 28, 12:12-27; Matthew 28:19-20; Psalm 111:1; Hebrews 10:24-25; Acts 2:41*)
- There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment. (*Revelation 7:15-17; I Corinthians 2:9; Matthew 13:41-42, 25:41; Revelation 20:10, 15*)
- The second coming of the Lord Jesus Christ is imminent and will be personal and visible. This is the believer's blessed hope and is a vital truth, which is an incentive to holy living and faithful service. (*I Thessalonians 4:16-17; Titus 2:12-13; Hebrews 9:28*)