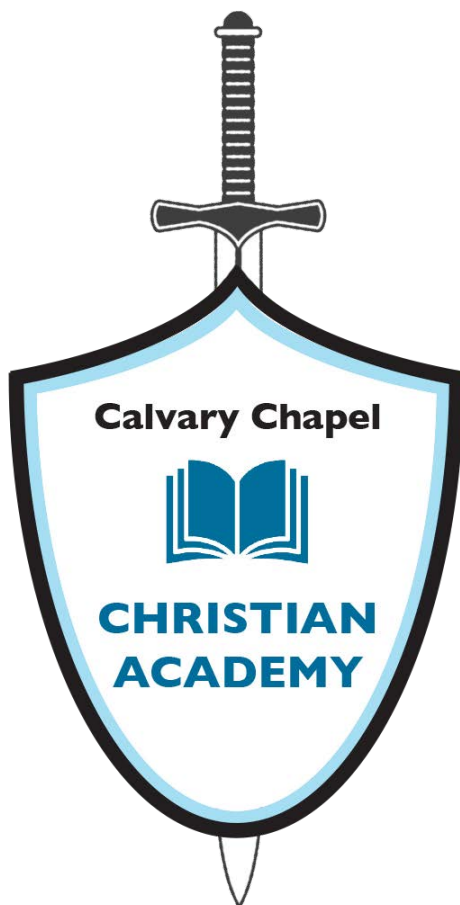


# Calvary Chapel Christian Academy Teacher and Staff Application

28 N. Locust Point Rd | Mechanicsburg, PA 17050  
K-12th Grade (717) 980-5514 | [ccharrisburg.org/academy](http://ccharrisburg.org/academy)  
**Principal** – pastor Bill McCann



**Love • Disciple • Grow**

Thank you for your interest in teaching at Calvary Chapel Christian Academy. Before you begin your application process we ask that you please read the following statements regarding who we are and what our school is about. After reading these statements please continue your application process if you believe CCCA would be a good fit you.

*Please tear off pages 1-8 before turning in application. You may keep them for your records.*



# Calvary Chapel Christian Academy Overview

## Mission Statement

Our mission is to share in the ministry of Calvary Chapel by offering Christian education from a Biblical worldview, while partnering with parents who have the God-given responsibility to educate their children. We desire to raise up disciples for Christ by promoting academic, social and spiritual excellence. Equipping students to become a transforming influence on the world for Christ is at the core of a CCCA education. Ephesians 4: 12-13

## History

Calvary Chapel Christian Academy was founded as an educational ministry of Calvary Chapel Harrisburg - West Shore. The primary goal was to work with Christian families to educate and disciple Godly young men and woman. The school will initially begin as a Pre-K & Kindergarten. CCCA is applying for full accreditation from the Middle States Association of Colleges and Schools and the Association of Christian Teachers. Our academic programs are designed to meet the learning needs of all students. We engage in mixed modalities to reach each student's God-given gift for inquisition and love for learning. Special education services are provided in accordance to our special education program and handbook. We serve Jesus's kids!

## Diversity and Marriage Statement

Calvary Chapel Christian Academy believes that an individual's first responsibility is to the God of the Bible and that a person's whole life should reflect His framework in a context of peace and selfless love. CCCA asserts that a genuine love for and interaction with diverse peoples is a biblical mandate. Moreover, Calvary Chapel Christian Academy recognizes that we are all one in the body of Christ. Our standard for diversity is found in the Bible. Individual differences in lifestyle that deny, ignore or reject biblical standards represent diversity in rebellion to God's standards and hence, are unacceptable for the families of CCCA. CCCA holds to the beliefs as stated in the New King James Version of the Bible and asserts that marriage is the union between one man and one woman, and that from the beginning of the creation God made humans in two distinct biological sexes, male and female.

## Statement of Non-discrimination

It is the commitment of CCCA to provide Christian education by and for God's children, holy and beloved, according to the faith of God's calling, and the acknowledging of the truth that is after godliness, and in that context and for that purpose does not discriminate on the basis of race, color, sex and ethnic background. This policy of non-discrimination is exercised during student admission, hiring of faculty and staff, and all school-administered programs.



### **CCCA's Philosophy of Education**

CCCA's Philosophy of Education is based upon a Biblical worldview that has been developed out of a literal interpretation of the Bible, as presented in the New King James Version. It's impossible to disconnect our learning and development from the power and purposes of our Creator God. At the very core of CCCA's worldview and philosophy of education is God's Word. It is the foundation of CCCA's philosophical framework. From the origin of man to ethics and morality, we believe all logic and reasoning is based upon the tenets of Scripture. It is upon this premise that Calvary Chapel Harrisburg – West Shore built and developed Calvary Chapel Christian Academy. The governing bodies of both the school and the church are in full agreement with CCCA's Philosophy of Education.

CCCA's Philosophy of Education is based upon our Biblical worldview and not upon the philosophy of man. All truth is God's truth. God's Word is truth according to the Scripture (John 17:17, NKJV) and according to the conviction of the Holy Spirit. As such CCCA's Philosophy of Education is defined by our master teacher Himself, Jesus Christ. Teaching should be personal and individual. All methods, instructional practices, activities and assessments should be geared toward allowing the learner to better understand the knowledge of God and be better prepared to serve the Lord through successfully navigating and interacting with the world around them. We are set apart for God by understanding His truth, God must be at the core of all the principles, facts and truths we teach.

CCCA develops the curriculum and programs of the school based upon a Biblical worldview. A Biblical world view is an assurance that the knowledge gained will be based upon God's truth and not just the correlations made by respected men and women of science, history, mathematics and language. While these respected individuals have made vast contributions to our understanding of the world around us, our understanding is not complete until we filter it through God's Word. Our knowledge of God and His Word should cause us to fear no vain philosophy or body of knowledge. We have real truth in our hearts and in Scripture and with such knowledge and truth we should be able to disprove the fake and vain philosophies of the world. The better we know the creation, the better we know the creator. With a strong Biblical worldview, the disciplines of math, science, history and language are but a mere platform for believers to express the goodness of God, the truth of His Word and to praise Him for His many blessings. Psalm 19:1 states, "The heavens declare the glory of God; and the firmament (skies) shows His handiwork" (NKJV).

### **Non-Academic Special Needs or Severe Learning Disabilities**

CCCA is a ministry of Calvary Chapel of Harrisburg - West Shore and has limited resources to educate its students. Due to our limited resources, CCCA may be unable to properly educate students with non-academic special needs or severe learning disabilities. We reserve the right to deny admittance and attendance to students whom we feel we cannot offer a sound and complete education. This decision may be made at any point during the application, interview, or acceptance process, or during the school year based upon information received.



## Core Values

*Calvary Chapel Christian Academy, an Educational Ministry of Calvary Chapel Harrisburg - West Shore*

It is the desire of CCCA to hire only those individuals who are called to Christian Education and the distinct ministry of Calvary Chapel Christian Academy.

**PROFESSION OF FAITH.** We hold to the statement of faith as expressed by Calvary Chapel Harrisburg - West Shore:

- We believe there is one God, eternally existing in three persons: the Father, Son and Holy Spirit. (Genesis 1:1; Matthew 28:19)
  - That he created the Universe by his spoken word in 6 literal days for his glory. (Genesis 1; Exodus 20:11; Romans 11:36)
- We believe in the deity of Jesus Christ. (John 10:30; Revelation 1:8)
  - His virgin birth. (Luke 1:34-35)
  - His sinless life. (2 Corinthians 5:21; Hebrews 7:26)
  - His vicarious and atoning death. (1 Corinthians 15:3; Hebrews 2:9)
  - His resurrection. (1 Corinthians 15:4; Luke 24)
  - His ascension to the right hand of the Father. (Acts 1:9)
  - His return to earth in glory and power. (Matthew 24:30; Revelation 19:11-13)
- We believe in the present ministry of the person of the Holy Spirit. (John 14:15, 16)
  - He dwells within a follower of Christ and enables them to live the Christian life. (Ephesians 1:13, 14)
  - His giving of gifts to the Church to complete his purposes. (1 Corinthians 12)
- We believe a follower of Christ has had a conversion of the heart. (Jeremiah 31:33)
  - We have assurance of salvation by faith in Jesus Christ. (Ephesians 2:8)
- We believe the Bible to be the inerrant God breathed Word of God. (2 Timothy 3:15-17)
  - From which we derive all things of faith and practice. (2 Peter 1:3)
- We believe the music we play and songs we sing in Church are for God. (Romans 11:36, Psalm 150, Psalm 147:7)
- We believe in the resurrection of the saved and the lost; those who are saved by faith in the finished work of Christ to the resurrection of life, and those who are not unto the resurrection of damnation. (John 5:28, 29)
- We believe that the Church's primary mission is to display the Glory of God. (Ephesians 3:21)
  - That the Church has a mission to carry out as his loving example and voice of his truth. (Matthew 28:19; 2 Corinthians 5:20)

**SERVANT:** We only desire teachers who are called by God to Calvary Chapel Christian Academy and who want to be a part of this ministry. CCCA is more than a job; it is an opportunity to serve the body of Christ through the training and educating of His children. A servant's heart and a team-oriented mind set are necessary for the unity and mutual success of the students and staff of CCCA.

**MOTIVATED.** We want teachers who are driven by a love for God, a love to see children learn successfully and a love for each child. We desire teachers and staff that are passionate about teaching and learning; individuals that are life-long learners, self-motivated to seek out opportunities for continual professional development.



## **General Expectations of a CCCA Teacher and Staff**

### **Member: Expectations:**

- Reflects Christ-like behavior. You have been appointed to a position of leadership and recognition. Being in such a position in front of children, it is agreed upon that you will model Christ-like behavior in all of your actions, both private and professional and that you are active in church attendance.
- Understands that teaching at CCCA should be understood in participation of CCH's ministry of education rather than as just a job to be done.
- Understands that the school is operated in accordance with the doctrine and philosophy of CCH's publically expressed commitment to Christian education.
- Takes responsibility for providing an atmosphere which fosters the development of a student's faith and walk with the Lord.
- Is committed to personal, professional, and spiritual growth for self and others.

### **Professional Practices of a CCCA Teacher and Staff Member:**

#### **Expectations:**

- Recognizes and respects the primary role of the parents in the education of their sons and daughters.
- Integrates Christian truth and values into all courses, realizing that all Truth is God's truth and that "the fear of the Lord is the beginning of knowledge." Proverbs 1:7
- Exhibits professional standards of attendance, punctuality, grooming, language, preparation and relationship to students as both an adult example and a Godly example of a man or woman that is a disciple of Christ.
- Dresses appropriately and follows the same guidelines set forth to our students. Your apparel should be clean and modest - not too short, too tight, too wrinkled or too baggy. Your dress should differentiate you from the students and represent your professional demeanor.
- Possesses a Bachelor's degree with evidence of adequate educational background for the assignments given him/her and has, or is working toward an ACTS Professional Teacher Certificate or Administrator's Certificate (for Teachers & Administrator's only).
- Has an understanding of the goals and objectives of the entire school program.
- Is open to continuous progress using contemporary approaches of instruction, technology and methodology.
- Strives for continual professional growth.
- Is accountable to and accepts professional evaluation and performance.
- Is aware of and observes the legal obligations of a teacher as a caretaker of minors.
- Is aware of and enforces disciplinary procedures as established by school policy.



- Is cautious in adult/student relationships upholding that all interactions are God-honoring and above reproach. Faculty and staff members must maintain professional relationships with students both on and off campus.
- Must get approval from administration before any (off or on campus) social activities are planned with students. Social activities with students require administrative permission and parent permission.
- Must refrain from public criticism of administration, faculty, students or parents (including social media).
- Must refrain from verbalizing your political opinion in your classroom or to the general student population. Neither the school, nor the church wants to be perceived as endorsing a candidate.
- Must never use a degrading racial term or slang. This language is hurtful to the body of Christ and is not God-honoring behavior.
- Is aware of the confidential nature of students' academic record and home life. Will not divulge (directly or indirectly) information regarding a student or a coworker's performance, behavior, or personal life.
- Recognizes that confidential information should only be discussed amongst school employees that are involved in the given situation for the purpose of remediation, support and/or direction. A breach of confidentiality is a very serious matter and could lead to disciplinary action.

## **Job Description of the Classroom Teacher**

### **Responsibilities:**

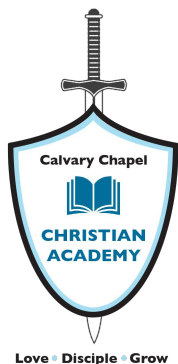
- Assists in the implementation of the Mission of Calvary Chapel Christian Academy
- Teaches classes as assigned in accordance with the Mission of Calvary Chapel Christian Academy, course outlines, and school grading policies.
- Is obligated to read/grade assignments received from students in a timely manner.
- Handles routine discipline problems within the classroom and makes referrals to the administration for serious infractions in accordance with school policies.
- Participates in both formative and summative evaluations and observations and makes good faith efforts to follow through on professional development strategies identified in these evaluations.
- Keeps classroom neat, orderly, and able to be used by other teachers assigned to share the room.
- Interacts with students and colleagues on a professional basis in accordance with the policies specified in this handbook.
- Reports unsafe building conditions or other safety hazards to Administration.
- Attends all department and faculty meetings and in-services and participates in the review and ordering of instructional materials in relevant subject areas.



- Adheres to all institutional policies and procedures as specified in this handbook, the Parent/Student Handbook and with other directives issued by Administration.
- Arranges for guest speakers, films, field trips, special activities and other educational experiences with the approval of administration.
- Is punctual at all class meetings, parent conferences, IEP meetings, faculty meetings, department meetings, morning prayer meetings and student assemblies. Only administration can excuse attendance from any of these functions.

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# Calvary Chapel Christian Academy

## Teacher and Staff Application

28 N. Mechanicsburg Rd | Mechanicsburg, PA 17050  
K-12th Grade School (717) 980-5514 | [ccharrisburg.org/academy](http://ccharrisburg.org/academy)  
Principal – pastor Bill McCann

## Teacher and Staff Application Instructions

*Check when complete*

- ☐ I have read the Mission Statement, Diversity and Marriage Statement, Statement of Non-Discrimination, Philosophy of Education, Core Values, and CCA Teacher Expectations.
- ☐ I have attached a recent photo to the area indicated.
- ☐ I have attached copies of degrees and certifications as applicable to the position for which I am applying.
- ☐ I have attached copies of my college transcripts as applicable to the position for which I am applying.
- ☐ I have attached a copy of my Child Abuse, FBI, and Criminal Clearances.
- ☐ I have attached two letters of recommendation (spiritual and professional).

## Personal Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Home Phone ( ) \_\_\_\_\_ Cell Phone ( ) \_\_\_\_\_

Work Phone ( ) \_\_\_\_\_ Are you a US Citizen? ☐ Yes ☐ No

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

Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widowed ☐ Separated

Number of Children \_\_\_\_\_ Ages \_\_\_\_\_ Grades \_\_\_\_\_

Are your children attending CCA? ☐ Yes ☐ No

Please list any other information that will help us get to know you better. (i.e. interests, ministries, etc.)

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**Affix  
Photograph  
here**

### Office Use Only:

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

Acknowledgement Sent: \_\_\_\_\_

Referred to: \_\_\_\_\_

☐ CA ☐ CR ☐ FBI ☐ TB

PS# \_\_\_\_\_



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K - 12th Grade School (717) 980-5514 | [ccharrisburg.org/](http://ccharrisburg.org/)  
academy Principal – pastor Bill McCann

## Educational and Professional Experience

Indicate positions or possible positions for which you are applying.

☐ Classroom Teacher (Pre-K through Kindergarten)

Please indicate which grade level/subjects for which you are qualified / interested.

☐ Substitute Teacher

☐ Pre-School Aide

☐ Office Staff

☐ Support Staff

☐ School Counselor

☐ Other \_\_\_\_\_

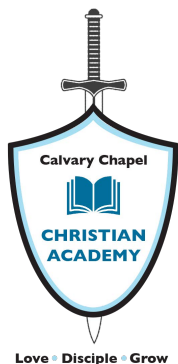
Please indicate if there is a specific position for which you are qualified / interested.

Why are you interested in this position?

Please list any experiences, skills, and/or training that would equip you for this position.

List present employer and your position \_\_\_\_\_

May we contact your present employer? ☐ Yes ☐ No



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*The following section is required for all classroom teaching applicants. All other applicants: Please include any relevant information. If no information is applicable, please skip to the next section: Spiritual Information.*

Please complete the following information regarding your educational experience:

School	Major/Minor	Degree	Years Attended	Year Grad.	Grade Point Average

Please attach a **copy** of each transcript for each school attended. (Original transcripts are not necessary.)

Please list any honors or recognitions you have received.

Please list where and when you did your student teaching.

School \_\_\_\_\_

Date (From-To) \_\_\_\_\_

Supervising Teacher \_\_\_\_\_

School \_\_\_\_\_

Date (From-To) \_\_\_\_\_

Supervising Teacher \_\_\_\_\_

If you have done your student teaching in the past 5 years, please attach a **copy** of recommendation letters from all supervising teachers if possible.

What teaching certifications do you hold? \_\_\_\_\_

Please describe your personal understanding of Christian Education. \_\_\_\_\_



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Please complete the following information regarding your teaching/professional experience:

School	Position Held	Dates To / From	Reason for Leaving

## Spiritual Information

Please describe your personal testimony. (Please include how and when you became a Christian and your current walk with the Lord)

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What church do you attend and how long have you been attending?

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# Calvary Chapel Christian Academy Teacher and Staff Application

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K - 12th Grade School (717) 980-5514 | [ccharrisburg.org/academy](http://ccharrisburg.org/academy)  
Principal – pastor Bill McCann

Please list any areas of ministry in which you are involved.

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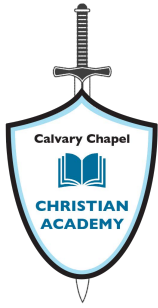
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If you attend CCH please list someone in ministry that you know personally and can testify to your character and church involvement.

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**Please define your scriptural beliefs on the following issues:**

Inerrancy of Scripture

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Salvation and how it is obtained

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Deity of Christ

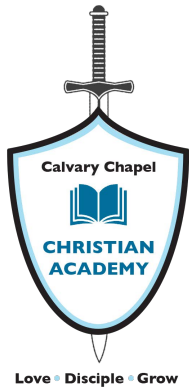
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Creation/Evolution

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The Trinity

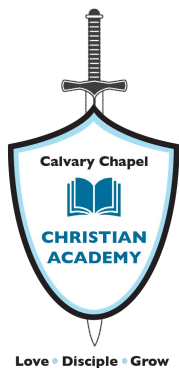
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# Calvary Chapel Christian Academy

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### AFFIDAVIT

I hereby waive, release and hold harmless from liability all persons, organizations, and other entities, which provide references or information to Calvary Chapel Harrisburg / Calvary Chapel Christian Academy, referred to as “CCH / CCCA”, pertaining to my background or me.

I hereby waive, release and hold harmless from liability CCH / CCCA its staff, employees, volunteers and agents with regard to any decision that it makes on my application for involvement with CCH / CCCA based on the information I provide or that is obtained during the criminal history and background screening process.

I consent to a copy of this Consent and Waiver Form together with the background information form being furnished to any reference that I provide to CCH / CCCA and to any other person, organization or entity that CCH / CCCA deems necessary in connection with its investigation of my background, character or qualification.

I certify that the facts contained within this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_