



SUNSHINE BIBLE ACADEMY

400 Sunshine Drive | Miller, SD 57362
605.853.3071 ph | 605.853.3072 fax
www.sunshinebible.org

Employment Application - Teacher

PLEASE PRINT OR TYPE

Date of Application: _____

I. PERSONAL

Name (Mr. Mrs. Miss Ms.) _____
last first middle

Position for which you are applying: _____

U.S. Citizen? _____ Birth date (optional) _____

E-mail address: _____ Social Security #: _____

Home Phone: _____ Cell Phone: _____

Present Address: _____
Number and Street City State Zip

Permanent Address: _____
Number and Street City State Zip

Marital Status: ___ Single ___ Married ___ Divorced ___ Widowed ___ Remarried

Have you ever been: ___ Separated ___ Divorced ___ Remarried ___ None of the Above

If you have been divorced, please provide the date: _____

If married, has your spouse ever been divorced? Yes No If yes, when? _____

Is your spouse or fiancé, if applicable, supportive of you teaching in a Christian school? Yes No

Has your spouse or fiancé, if applicable, accepted the Lord Jesus Christ as Savior? Yes No

Do you have any commitments to another employer that may affect your employment? _____

Have you ever been convicted of a criminal offense? _____ If yes, please explain on separate sheet.

A conviction does not necessarily bar you from employment. Each conviction will be judged on its own merits with respect to time, circumstance and seriousness.

When would you be available to start work? _____

II. POSITION DESIRED

Please indicate preference and, to the right, please indicate subjects in order of preference:

- Elementary (K-6) Junior High (7-8) High School (9-12) Subject(s):
 Full time Part time Substitute Teacher _____

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach.

Do you have any hobbies or interests which have a bearing on the position you are seeking?

Do you now, or have you ever, belonged to a club, organization, society or professional group which has a direct bearing on your qualification for the position you are seeking?

III. CERTIFICATION (or eligibility for certification)

Kind of certification: _____ Date Issued: _____ State issued by: _____

Expires: _____ Subjects/grades certified to teach: _____

If certified for multiple grades or subjects, please list your preferences in order:

1. _____ 2. _____ 3. _____

Do you have any additional certification beyond that listed above? _____ If yes, describe, including expiration date: _____

IV. REFERENCES

Please do not list family members or relatives as references.

Do we have permission to contact these references now? _____

Please sign the Authorization to Release Reference Information at the end of the application.

Professional References. These should be persons willing and qualified to provide an objective appraisal of your professional training and experience for the position for which you are applying. Please include principals with whom you have worked and/or teachers who supervised your student teaching.

1. _____
Name Relationship to you E-mail

Number and Street City State Zip Phone

Institution Title

2. _____
Name Relationship to you E-mail

Number and Street City State Zip Phone

Institution Title

3. _____
Name Relationship to you E-mail

Number and Street City State Zip Phone

Institution Title

4. _____
Name Relationship to you E-mail

Number and Street City State Zip Phone

Institution Title

Personal References. These should be persons willing and qualified to provide an objective appraisal of your spiritual maturity and Christian service.

1. _____
Name Relationship to you E-mail

Number and Street City State Zip Phone

2. _____
Name Relationship to you E-mail

Number and Street City State Zip Phone

3. _____
Name Relationship to you E-mail

Number and Street City State Zip Phone

V. EDUCATION

High School: _____
Name City State

All colleges, universities or training institutions you attended full time:

<i>School or Institution</i>	<i>City/State</i>	<i>Degree Earned</i>	<i>Date Received</i>	<i>Major</i>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Distinctions, activities, honors: _____

Co-curricular activities: _____

Have you taken a Philosophy of Christian Education Course? _____ If yes, where and when?

List courses in Bible and/or Christian Education and the school or institution where the course was taken:

Please list any missions trips, travel or other experiences that you have had that you feel may be relevant to your preparation for teaching:

Please submit photocopies of all of your college transcripts.

VI. TEACHING EXPERIENCE

Student Teaching

Dates (From – To) *School* *Location* *Grade or Subjects Taught*

Regular Paid Teaching Under Contract

Dates (From – To) *School* *Location* *Grade or Subjects Taught*

Total number of years of full time teaching experience: _____ (do not include student teaching or substituting)

Please list any other work or volunteer activities with children:

VII. OTHER EMPLOYMENT HISTORY

Please provide information on any employment experience you have had outside of the field of education, starting with your current or most recent employer and working backwards for the past 10 years.

Dates (From – To) *Employer* *Location* *Position* *Supervisor*

Have you ever worked under a different name for any of the employers listed? If so, what is that name?

VIII. SPIRITUAL PREPARATION

Please carefully read our Statement of Faith (at the end of this application) and indicate your degree of support.

- I fully support the Statement as written without mental reservations.
- 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.

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

1. State briefly your personal relationship with Jesus Christ.

2. What does the phrase “model Christ” mean to you?

3. Describe your routine of personal prayer and Bible study:

4. What books have you read recently that have aided your spiritual growth?

5. What do you believe about the origin of earth and mankind?

6. How are you involved in your church, and with what frequency?

Name of Church: _____ City _____

Member? _____ How long? _____ Phone: _____

Pastor: _____ E-mail: _____

May we contact your pastor (if not listed as a reference)? Yes _____ No _____

IX. EVALUATION OF CHRISTIAN EDUCATION

Answers may exceed the space provided; simply attach additional sheets of paper if necessary.

1. What do you consider to be the distinctive characteristics of a Christian school?

2. How would your teaching in a Christian school differ from in a public school?

3. What is the relationship between the Christian school, the family and the church?

4. What do you believe is the proper classroom atmosphere for learning?

5. What is your approach to discipline?

6. Frequently, Christian schools enroll children from more than one denomination. How would you handle a child's questions if you knew that it was theologically controversial and the family's church held to a different viewpoint than your own?

7. Have you ever lead a child or youth to Christ? Yes No Please explain how you did and/or would do so.

8. Why are you interested in teaching at Sunshine Bible Academy?

X. SUPPLEMENTAL INFORMATION

If you answer "Yes" to any of the following questions in this section, please attach a separate sheet indicating the nature of the suit, offense, date, court and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment. Factors such as your age at the time of the crime, seriousness and nature of the violation, time elapsed since the crime, job relatedness, and subsequent rehabilitation will be considered.

1. Are you presently being investigated or under a procedure to consider your discharge, suspension or other discipline of any nature whatsoever for misconduct by your present employer? Yes No
2. 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
3. Have you ever been charged in civil, criminal proceedings, or administrative proceedings with improprieties regarding children? Yes No
4. Have you ever entered a plea of guilty, a plea of "no contest" (*nolo contendere*), 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
5. Have you ever been suspended, discharged, or resigned in lieu of discharge from any position?
 Yes No
6. Do you have any personal responsibilities or other commitments that may prevent you from meeting this position's requirements for on-time arrival, attendance, or work schedules? Yes No

7. Our school welcomes employees, volunteers and students of different nationalities, races and denominations. How have you demonstrated an ability to work with others that may be different from you or have beliefs different from yours? Please describe any difficulties that you may have encountered.

XI. CURRENT ISSUES

We live in a society with many conflicting beliefs and values. As a teacher, you may be asked specific questions about controversial issues by your students. Your answers will come from your personal convictions. We need to know the views of those that would be Christian role models for our children.

Please share your personal convictions as a Christian toward: (attach additional pages if necessary)

Wine, beer, and other alcoholic beverages: _____

Smoking and chewing tobacco: _____

Marijuana and other non-prescription drugs: _____

Entertainment (music/dancing/movies/theaters, etc.): _____

Premarital sex: _____

Divorce and remarriage: _____

Abortion: _____

Homosexuality: _____

Sexual activity outside Christian marriage: _____

Personal debt: _____

Gossip: _____

Lying / cheating: _____

Do you have a personal testimony regarding any of the above items that you would like to share?
 Yes No If yes, please elaborate on separate paper.

XII. SUMMARY COMMENTS

Please summarize any additional comments that you would like to present regarding your candidacy for this position:

XIII. APPLICANT’S CERTIFICATION and AGREEMENT

I understand that Sunshine Bible Academy does not discriminate in its employment practices against any person on the basis of race, color, national or ethnic origin, gender, age or disability.

I hereby attest that the information provided in this application is true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or of a significant omission of fact may prevent me from being hired or, if already 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 for and receive benefits only through the date of release.

Since I will be working with children I understand that I must submit to a complete criminal background check by federal and state authorities. I agree to fully cooperate in completing all necessary paperwork and providing any and as many sets of fingerprints as necessary for this investigation. I authorize Sunshine Bible Academy to conduct the criminal and personal background check and to contact any references provided herein as well as any potential references which may arise in the course of these investigations. I further understand that I waive the right to review any references which may be provided. I understand that Sunshine Bible Academy shall hold this information in confidence and will not release it to any other party except as required by law or authorized by my signature.

I understand that this is only an application for employment, and that no offer of employment or contract for employment is being made at this time. I understand that this application shall not be considered if any part is incomplete.

Implicit in accepting any offer of employment is agreement to abide by the mission, statement of faith, philosophy of education, employee standards and professional standards of Sunshine Bible Academy.

I attest that I have carefully read and do understand the above statements, as well as the Statement of Faith, Philosophy of Education, Employee Standards and Professional Standards which follow.

Printed Name of Applicant (give full name please): _____

Applicant’s Signature

Date

*Please be sure to complete the following pages as well.
The Statement of Faith, Philosophy of Education, Employee Standards and
Professional Standards do not have to be submitted with your application.
Thank you!*

<p>FOR OFFICE USE ONLY</p> <p>Date received: _____</p> <p>First Interview: _____</p> <p>Second Interview: _____</p> <p>Contract offered: _____</p> <p>Contract signed: _____</p> <p>Position: _____</p>
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APPLICANT'S WRITING SAMPLE

In your own handwriting and in the space provided below, please provide a brief autobiographical sketch describing your spiritual growth, professional development, and calling to Christian education. Please limit your comments to this page.

Applicant's Signature

Date



AUTHORIZATION TO RELEASE
REFERENCE INFORMATION

I have made application for the position of _____ at Sunshine Bible Academy. I have authorized the school to thoroughly investigate references, work records, evaluations, education and other matters related to my suitability for employment.

I authorize references and former employers to disclose to the school any and all employment records, performance reviews, letters, reports and/or other information related to my life and employment, without giving me prior notice of such disclosure.

In addition, I hereby release Sunshine Bible Academy, 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 review any references provided to Sunshine Bible Academy.

I agree that a true copy of this authorization will be accepted with the same authority as the original.

I attest that I have carefully read and do understand the above statements.

Applicant's Name – Printed

Applicant's Signature

Date

SUNSHINE BIBLE ACADEMY STATEMENT OF FAITH

We believe in the Scriptures of the Old and New Testaments as verbally inspired by God (II Tim. 3:16-17 and II Peter 1:19-21), and inerrant in the original writings, and that they are of supreme and final authority in faith and life (Deut. 8:3 and Matt. 5:18).

We believe in one God (Deut. 6:4), eternally existing in three persons - Father, Son, and Holy Spirit (Matt. 28:18-19).

We believe that Jesus Christ was begotten by the Holy Spirit and born of the Virgin Mary (Matt. 1:16-23), and is true God and true man (John 1:14).

We believe that man was created in the image of God (Gen. 1:26-28); that he sinned and thereby incurred, not only physical death, but also that spiritual death which is separation from God (Gen.3), and that all human beings are born with a sinful nature and, in the case of those who reach moral responsibility, become sinners in thought, word, and deed (Rom. 5:12-19).

We believe that the Lord Jesus Christ died for our sins, according to the Scriptures (I Cor. 15:3-4) as a representative and substitutionary sacrifice (Rom. 5:8, 18); and all that believe in Him are justified on the ground of His shed blood. (Rom. 4:24-25).

We believe in the resurrection of the crucified body of our Lord (I Cor. 15:3-8), in His ascension into heaven (Acts 1:9), and in His present life there for us as High Priest and Advocate (Heb. 4:14-16).

We believe in that —blessed hope|| (Titus 2:13, I Thess. 4:13-18) – the personal, pre-millennial and imminent return of our Lord and Savior Jesus Christ.

We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and thereby become children of God (Titus 3:5 and Rom. 8:14-16).

We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting, conscious suffering of the lost (Rev. 20:4-21:8).

We believe that God created marriage in the beginning, as a blessing for both man and woman, before any sin or rebellion entered the world, and that he created marriage to be between one man and one woman, who enter into a covenant relationship, complement one another, serve one another, and sanctify one another for as long as they both shall live. Accordingly, we reject any attempt to redefine marriage as a union between people of the same sex or as between more than one man and one woman. We believe that the homosexual lifestyle and alternative gender identities are contrary to the Bible (Gen 1:27-28; 2:15-24; Lev 18:22; Lev 20:13a; Matt 19:4-6; Rom 1:26-27; 1 Cor 7:14).

SUNSHINE BIBLE ACADEMY PHILOSOPHY OF EDUCATION

A Christian Philosophy of Education must begin, have as its continual frame of reference, and end with the eternal God. In doing so, it acknowledges that:

1. There is only one God (Deut. 6:4), who exists eternally in three persons, God the Father (2 Cor. 1:3), God the Son (Heb. 1:1-8), and God the Holy Spirit (Eph. 4:30).
2. The universe and all within, was created for the purpose of the glorification of, and is sustained by, God (Gen. 1-2; Ex. 20:11; Col. 1:16-17; Jn. 1:1-3; Rev. 4-11).
3. This eternal God has revealed Himself to man through the creation (Ps. 19:1; Rom. 1:19-20), and through His inspired, inerrant, infallible, eternal Word, the Bible (Heb. 1:1-2, 2 Tim 3:16-17; Ps. 119:89; Jn 1:1; 2 Pet. 1:20-21).
4. Man's relationship to God was broken by the sin of Adam and Eve (Gen.3), and therefore, all men since Adam are born with a sinful nature and are under the sentence of death from a Holy God (1 Cor. 15:22, Rom. 3:23, 5:14, 6:23; Ezek. 18:4).
5. Jesus Christ, through the miracle of the incarnation, dwelt among men, and voluntarily offered Himself as our substitute, dying on the cross to appease the wrath of God, and make possible an eternal relationship of man with God through faith in the Lord Jesus Christ (Jn. 1:14-17, 3:16; Eph 2:8).
6. A life of holiness is possible for the believer by means of the indwelling of God the Holy Spirit, who teaches us regarding the things of God and causes us to discern areas of personal sin, which exist as a result of the ongoing conflict of our two natures, sinful and righteous (Jn. 14:16-18, 26, 16:7-15; Rom. 7:14-25).

Based on the above assertions, it is possible to establish certain definitive statements in regard to educational process. True Christian education will recognize that:

1. God is the ultimate source of all truth (Jn. 14:6). Therefore, His Word (revealed truth) holds a position of priority over human reason and enables all of life, in both its temporal and eternal aspects, to be viewed from the perspective of the centrality of God rather than the centrality of man. Any distinction between "sacred truth" and "secular truth" is, therefore, a false dichotomy.
2. A differentiation must be made between earthly wisdom (1 Cor. 1-2; Jas. 3:15) and spiritual wisdom (1 Cor. 1:30; Jas. 3:13,17), while acknowledging that the source of all true wisdom and understanding is God Himself (Prov. 1:7, 9:10, 15:33; Col. 2:3).
3. The purpose of Christian education is to convince the student of his need of a personal, saving relationship with the Lord Jesus Christ, to nurture, admonish, and encourage the student to live in conformity with the revealed will of God through a life of service, wholly dedicated to and dependent upon God (Rom. 12).
4. The process of Christian education requires the natural integration and consistent application of God's Word into every area (academic, extracurricular, administrative, etc.) of the school program (Eph. 4:4-6).
5. Parents bear the sole responsibility for the education of their children. Christian parents, in particular, should be aware of their duty to raise and educate their children in accordance with God's way. Parents will experience the blessing of providing a God-honoring education (Deut. 4:10, 6:6-7, 20:17-18; Jer. 10:2; Matt. 12:30; Ezek. 44:5; Ezra 7:25; Prov. 22:6).
6. God has ordained marriage, the family (Gen. 2:24, 25; 3:18-24), and the Church (Matt. 16:13-18; Eph. 5:23-32) as the institutions, which He desires to use to accomplish His divine will on Earth. Local gatherings of believers called churches, the visible entity of the universal Church, serve their families in the area of education by training and equipping parents to be the primary providers of spiritual instruction for their children. The Christian school provides a well-rounded program of Christ-centered academics and extracurricular activities. The goal of the three, parents, church, and Christian school, is to work together to carry out the mandate of Scripture to "Train up a child in the way that he should go. Even when he is old, he shall not depart from it" (Prov. 22:6).

EMPLOYEE STANDARDS

Sunshine Bible Academy is a community of caring Christians dedicated to helping one another grow towards Christian maturity. We are part of a larger Christian community, and we represent a Christian school committed to helping parents grow their children spiritually, intellectually and emotionally. We seek to cultivate attitudes and conduct that are consistent with Scripture, striving for Christ-likeness in lifestyle and in the conduct of our ministry.

Our community and witness require mutual understanding. Our voluntary association involves mutual submission and consideration.

The Scripture encourages us to pursue a course of action that is free from both lawlessness and legalism. Rules are not in themselves a test of spirituality.

A spiritual person will submit to God's Word and to God's established authority. Such a person will live in love and self-control in the community which God allows him or her to live and serve.

The Bible clearly states some precepts and principles as absolutes in moral and ethical behavior. In other areas where legitimate differences of opinion exist, the Bible provides guidelines for behavior. As members of the Christian SBA community, we each commit ourselves to live Christ-honoring lives. Employment at SBA presupposes that each employee has committed his or her life to Jesus Christ for salvation and for Christian service. A lifestyle in accordance with biblical principles is essential to demonstrate that commitment to fellow employees, to SBA students, and to the outside world. Scripture clearly indicates that "whatever you do, whether in word or deed, do it all in the name of the Lord Jesus" (Col. 3:17).

BIBLICAL ABSOLUTES: By biblical absolutes, SBA means those unchanging Scriptural truths about God, His creation, and truths that He has established. Rooted in His character and law, these truths are universal, unchanged by time, circumstances, culture, or human interpretation.

Included in the absolutes are certain commands or requirements of the Bible about moral living. Because we desire that the life of Christ be manifested in the SBA community, it is expected that the direct commands of God for the believer will be obeyed. To love other Christians, do good to all people, be filled with the Holy Spirit, obey the Word, and trust God for personal needs are illustrative of some of the positive commands of Scripture (Gal. 5:16-23; Eph. 5:18-21; Col. 3:3, 5-17; I Thess. 5:12-22).

The Bible also forbids practices such as stealing, drunkenness, gossip, gluttony, dishonesty, occult involvement, murder, profanity, premarital sex, adultery, and homosexual behavior. In addition, attitudes such as lust, thanklessness, pride, hatred, rebelliousness, and jealousy are equally displeasing to God.

These biblical precepts are to govern our lives at and away from the work place, manifesting the life of Christ in our conduct and attitudes, expressing joy and abundant living. Jesus Christ said, "I have come that they may have life, and have it to the full" (John 10:10).

COMMUNITY STANDARDS: At SBA, we are committed to maintaining a lifestyle based on biblical principles. These principles are abiding general truths deduced from Scripture that guide us in our thoughts and actions. We have, therefore, established some moderate standards to govern the lifestyle of our community. While we realize that these may not totally reflect the personal preferences of each employee, they enable our community to function in harmony and under the Lordship of Christ.

Therefore, we prohibit gambling, the use of non-commercial drugs, social dancing, tobacco in any form, consumption of alcoholic beverages, sexually explicit material, and similar practices which are not consistent with SBA standards. Applying principles of modesty and appropriateness, we employ a moderate dress code.

We expect regular attendance at worship services of a conservative, evangelical local church and other spiritual activities on Sunday to make it a special day of renewal set aside from other activities of the week. In all things, we desire to live balanced Christian lives, avoiding that which is offensive, divisive, or legalistic, not flaunting our liberty in Christ.

INDIVIDUAL DISCRETION: By individual discretion we mean that each believer, though free to follow biblically informed conscience in some practices, must in love and consideration adapt behavior to benefit others and the community. The application of some biblical principles governing Christians living in the community is an administrative prerogative at SBA, and other principles are left for individual application.

For instance, while the principle stands that we all need fellowship with God in Bible study and prayer, the specific time, place, and method for personal devotions are an individual choice. Employees also have the responsibility to apply these principles to their own life situations, such as choosing a church to attend or developing friendships.

The entertainment industry often promotes values and products which are contrary to Scripture. Profanity, excessive violence, illicit sex, inappropriate lifestyles, and other forms of aberrant behavior not only dominate entertainment themes but are portrayed as desirable. Conversely, God's Word instructs believers to be committed to whatever is "true...honorable...lovely, and of good repute, if there is any excellence and if anything worthy of praise, let your minds dwell on these things" (Phil. 4:8). Therefore employees of SBA should avoid any form of entertainment or activity which does not promote values consistent with biblical principles of righteousness and personal purity.

While a person is an employee of Sunshine Bible Academy, we expect personal behavior to be manifested in a consistent Christian testimony, thereby furthering the effective witness of this Christian community. Each employee is responsible to exercise discretion with reference to reading materials, visual entertainment, choices of music, concerts, and attendance at places of entertainment. An employee is never justified in violating these standards for the sake of exposure to a particular form of media—even in pursuit of so-called relevance. Employees should be guided by the overriding principle that freedom of the Christian goes hand in hand with individual responsibility to Christ and fellow believers. "For you were called to freedom, brothers; only do not turn your freedom into an opportunity for the flesh, but through love serve one another" (Gal. 5:13 NASB).

ADMINISTRATIVE PROCEDURE: Certain rules and guidelines are necessary for the proper functioning of a community that may not apply to individuals. Since we are committed to honor Christ and to love one another, employees of SBA freely assume certain regulations governing personal behavior. In addition to those stated above, others are stated in the Employee Handbook.

BUSINESS DRESS: All SBA employees are expected to dress in a manner that is modest, professional, and appropriate to their specific job and workplace.

Sunshine Bible Academy Administration reserves the right to make interpretive application of all the aforementioned guidelines with respect to employees. In addition, the Administration may evaluate an individual's response to those standards and extend counsel where appropriate. In cases where employee conduct is determined to violate these guidelines, Sunshine Bible Academy may, at its sole discretion, elect to discipline or discharge the employee.

Professional Standards

GENERAL DESCRIPTION:	The staff shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christian men and women to the praise and glory of God.
QUALIFICATIONS:	The staff member shall be one who has received Jesus Christ as Savior and Lord. The staff member shall be a regular attendee in good standing with an evangelical church. He/she will be a person of spiritual maturity with academic and leadership abilities that will allow him/her to “train up a child in the way he should go.” The staff member shall reflect the purpose of the school, which is to honor Christ in every class, in every activity, and in all areas of life.
CONTRACTED BY:	The school board upon recommendation of the administrator for one year.
SPIRITUAL RESPONSIBILITIES:	<ol style="list-style-type: none">1. Seek to role model in attitude, speech and actions a consistent daily walk with Jesus Christ.2. Show by example the importance of Scripture memorization and study, prayer, witnessing, and unity in Christian fellowship.3. Follow the Matthew 18 principle in dealing with students, parents, staff, and administration.4. Challenge students to accept God’s gift of salvation and grow in their faith.5. Lead students to a realization of their self-worth in Christ.
INSTRUCTIONAL RESPONSIBILITIES:	<ol style="list-style-type: none">1. Recognize the role of parents as primarily responsible before God for their child’s education and assist them in that task.2. Teach classes as assigned following prescribed scope and sequence as scheduled by the administration.3. Plan broadly through the use of the semester and quarterly plans and objectives, and more specifically through the use of the Weekly Lesson Plan Book.4. Integrate biblical principles and the Christian philosophy of education throughout the curriculum.5. Effect student learning through mastery of the subject material by utilizing valid teaching techniques to achieve curriculum goals within the framework of the school’s philosophy.6. 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.7. 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.8. Plan through approved channels the balanced use of field trips, guest speakers and other media.9. Use homework effectively for drill, review, enrichment or project work.10. Assess the learning of students on a regular basis and provide progress reports as required.11. Keep proper discipline in the classroom and on the school premises for a good teaching environment.12. Prepare adequate information and materials for a substitute teacher.13. Inform the administration if unable to fulfill any duty assigned.

**NON-INSTRUCTIONAL
RESPONSIBILITIES:**

1. Cooperate with Board and Administration in implementing all policies, procedures, and directives governing the operation of the school.
2. Maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
3. Keep students, parents, and the administration adequately informed of progress deficiencies and give sufficient notice of failure.
4. Maintain a clean, attractive, well-ordered classroom or work space.
5. Supervise extra-curricular activities, organizations, and outings as assigned.
6. Support the broader program of the school by attending extra-curricular activities when possible.
7. Notify the administration of any policy he/she is unable to support.

**PROFESSIONAL
RESPONSIBILITIES:**

1. Utilize educational opportunities and evaluation processes for professional growth.
2. Seek the counsel of the administration, colleagues, and parents while maintaining a teachable attitude.
3. Provide input and recommendations for administrative and managerial functions in the school.
4. Attend and participate in scheduled devotional, in-service, committee, faculty and parent meetings.
5. Know the procedure for dealing with issues of an emergency nature.
6. Contribute to the general improvement of the school program.
7. Refuse to use or circulate information inappropriately.
8. Perform any other duties which may be assigned by the administration.

**PERSONAL
RESPONSIBILITIES:**

1. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
2. Meet everyday stress with emotional stability, objectivity, and optimism.
3. Develop and maintain rapport with students, parents, and staff by treating others with friendliness, dignity, and consideration.
4. Respectfully submit and be loyal to constituted authority.
5. Use acceptable English in written and oral communication and speak with clear articulation.
6. Recognize the need for good public relations. Represent the school in a favorable and professional manner to the constituency and general public.
7. Make an effort to appreciate the uniqueness of the SBA community.

EVALUATION:

Performance of these responsibilities will be evaluated in accordance with provisions of the Board's policy.

