

ADMINISTRATOR APPLICATION



DISTRICT OFFICE: HUMAN RESOURCES
855 CHEVY WAY
MEDFORD, OR 97504
KBROWN@GRACECHRISTIAN.ORG

Dear Applicant,

Thank you for your inquiry into administration at Grace Cascade Christian Schools. We view our school as a ministry and recognize that applicants become staff only by the moving of God through the Holy Spirit. As God leads the prospective teacher, He also ministers to those in the school to recruit, hire and retain personnel. We look at a person's qualifications, training and experience, but also consider the "call of God" in a person's heart. We encourage you to look to the Lord for His direction in your life.

Grace Cascade Christian Schools is one of Oregon's largest Christian schools, with 700+ students in Preschool through 12th grade and over 100 staff members. Grace Cascade Christian Schools is accredited with the Association of Christian Schools International (ACSI) and Cognia, a regional accreditation organization recognized by the Oregon Department of Education. Additionally, our schools are governed by a board of trustees, which consists of godly individuals who are committed to a Biblically based philosophy of education.

Please note, our base salary is payable over 12 months and we require our administration to:

- Hold a valid Oregon teaching credential and/or administrative license
- Hold an ACSI Educator Certificate (or be willing to work toward)
- Successfully pass background screening checks

Below you will find an application checklist. If you sense God leading you to inquire further, please complete the enclosed application and return it with the appropriate supporting documents.

- Completed Administrator Application
- Signed Core Beliefs Agreement
- Signed Code of Christian Conduct
- Signed Reference Release and Authorization
- Unofficial Transcripts
- Teaching and/or administrative license(s) and/or certificates
- Attached brief personal testimony and personal philosophy questions

In Christ's Service,

Erik Ritschard
Head of Schools
Grace Cascade Christian Schools

ADMINISTRATOR APPLICATION



DISTRICT OFFICE • 855 CHEVY WAY • MEDFORD, OR 97504 • 541.608.1315 • KBROWN@GRACECHRISTIAN.ORG

APPLICANT'S CONTACT INFORMATION

LAST NAME: _____ FIRST NAME: _____ MI: _____
DATE OF APPLICATION: _____ DATE AVAILABLE: _____
HOME ADDRESS: _____
MAILING ADDRESS: _____
HOME PHONE: _____ CELL: _____
EMAIL: _____

DESIRED ADMINISTRATOR POSITION

Please indicate all positions that you are applying for.

- | | |
|--|--|
| <input type="checkbox"/> Elementary Principal | <input type="checkbox"/> Secondary Principal |
| <input type="checkbox"/> Middle School Principal | <input type="checkbox"/> Head of Schools |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |

Please list any activities, musical talents, or sports which you would be capable of and willing to advise.

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

Can you submit verification of your legal right to work in the United States? Yes No

What are your long-term professional and educational goals?

Are you capable of teaching a bible class? If so, what would be your subject preferences?

CHRISTIAN BACKGROUND

Please provide a brief statement of your relationship with God.

What is your belief concerning the person and work of the Lord Jesus Christ?

What is your belief concerning the person and work of the Holy Spirit?

What church do you attend? _____ Do you attend regularly? _____

Denominational Preference: _____

What is your attitude toward alcoholic beverages and smoking?

Do you believe the Bible to be the only inspired and infallible word of God, relevant today, and our final authority in all matter of faith, truth, and conduct? Yes No

If an activity or practice were questionable in terms of your testimony, as a leader in the ministry of this school, would you be willing to set this activity or practice aside during the time of your employment?

What is your view of authority and obedience as a staff member in a Christian school?

EDUCATIONAL BACKGROUND

COLLEGE

DEGREE/CREDENTIAL	DATE RECEIVED	ISSUING INSTITUTION	MAJOR/MINOR

GRADUATE

DEGREE/CREDENTIAL	DATE RECEIVED	ISSUING INSTITUTION	MAJOR/MINOR

OTHER

DEGREE/CREDENTIAL	DATE RECEIVED	ISSUING INSTITUTION	MAJOR/MINOR

Are you currently in a graduate program? Yes No If yes, where? _____

Course of study: _____ No. of courses: _____ Cum GPA: _____

TEACHING AND ADMINISTRATIVE EXPERIENCE

Please list your teaching and administrative experience, with most recent first.

DATES (FROM-TO)	SCHOOL NAME	POSITION HELD	REASON FOR LEAVING

TEACHING AND ADMINISTRATIVE CREDENTIALS

Please attach photocopies of any certificates and/or licenses held.

Do you have an ACSI Educator Certificate? Yes No If yes, what level(s)? _____

Do you have a State Teaching License? Yes No If yes, what is the issuing State? _____

Do you have a State Administrator License? Yes No If yes, what is the issuing State? _____

If you do not hold a State teaching or Admin license, what requirement do you lack? _____

Do you have any endorsements (or semester hours towards one)? Yes No If yes, please explain.

Have you ever served on an accreditation team? Yes No If yes, indicate when and for which organization.

Have you had any courses that provide administrative training for Christian Schools? Yes No If yes, what?

PERSONAL REFERENCES

Provide three references who are qualified to speak of your **spiritual experience and Christian service**. Please list your current pastor first (do not list any family members or relatives).

NAME	ADDRESS	PHONE	POSITION
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NAME	ADDRESS	PHONE	POSITION
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NAME	ADDRESS	PHONE	POSITION
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Provide three references who are qualified to speak of your **professional training and experience**. Please list your current or most recent supervisor first (do not list any family members or relatives).

NAME	ADDRESS	PHONE	POSITION
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NAME	ADDRESS	PHONE	POSITION
------	---------	-------	----------

NAME	ADDRESS	PHONE	POSITION
------	---------	-------	----------

EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the last 5 years.

DATES (FROM-TO)	EMPLOYER NAME/PHONE	POSITION HELD	REASON FOR LEAVING

Please account for all periods of unemployment if there are time gaps in the list of employers above. Please do not list relatives as verification.

DATES (FROM-TO)	WHAT I WAS DOING	NAME/PHONE OF SOMEONE WHO CAN VERIFY

Have you worked under a different name for any of the employers you have listed (e.g. maiden name?) Please list.

Are you holding or have you already signed a contract for the next year with any other educational institution?

PERSONAL PHILOSOPHY AND TESTIMONY

On a separate sheet of paper please label and briefly answer in one or two paragraphs each of the follow questions.

1. Please briefly provide your Christian testimony, including your personal relationship to Jesus Christ.
2. Why do you wish to be an administrator at Grace Cascade Christian Schools?
3. What are the main characteristics that distinguish a Christian school from a public school?
4. What qualities are important to effective school leadership that you would bring as an administrator?
5. What areas do you feel are your strengths? Weaknesses?
6. What is your philosophy of discipline?
7. What do you believe about the origin of the earth and mankind?
8. Please summarize any additional information that you would like to present regarding your candidacy for this position.

APPLICATION CHECKLIST

Please take a moment to ensure all application pieces listed below are included. Incomplete applications will not be processed. Return complete applications to GCCS District Office: Human Resources or via email.

- Completed Administration Application (pages 1-5)
- Signed Core Beliefs Agreement (page 7)
- Signed Code of Christian Conduct (page 8)
- Signed Reference Release and Authorization (page 9)
- Unofficial Transcripts from all educational institutions attended
- Teaching license(s) and/or certificates
- Attached brief personal testimony and personal philosophy questions answered

Kaylene Brown

Human Resources Coordinator
Grace Cascade Christian Schools
855 Chevy Way
Medford, OR 97504
541.608.1315
kbrown@gracechristian.org

CORE BELIEFS

GRACE CASCADE CHRISTIAN SCHOOLS

PLEASE READ AND SIGN

MISSION STATEMENT

Grace Cascade Christian Schools exists as a faithful instrument in God's hand to assist Christian families in providing a Biblically based education designed to cultivate spiritual maturity, godly character, strong scholarship, and selfless service to others, resulting in students who know Jesus Christ personally and make him known.

VISION STATEMENT

Transformed lives, fulfilling God's purpose, affecting the world for His glory.

STATEMENT OF FAITH

We believe that the Bible is the inerrant, inspired Word of God and that it is our final authority in matters of faith and practice. (Deuteronomy 12:32; II Timothy 3:16-17; II Peter 1:21)

We believe in the eternally existing Triune God, Father, Son and Holy Spirit. (Matthew 28:19; John 15:26)

We believe in the Deity of Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, and in His ascension to the right hand of the Father, where He now acts as Mediator and Advocate. (John 1:1, 8:58; I Corinthians 8:6; Philippians 2:5-6)

We believe in the personal imminent return of the Lord Jesus Christ for His own. We believe 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. (Mark 13:32-37; Titus 2:13; I Thessalonians 4:17)

We believe that Heaven is the place of eternal blessedness for the saved and that Hell is the place of eternal conscious punishment for the lost. (Daniel 12:2; Matthew 25:31-46; John 10:28; Hebrews 9:27; Revelation 14:10-11, 22:3-5)

We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful man and all who receive the Lord Jesus Christ, alone, by grace through faith, are born again and become the children of God. (John 3:3, 5:8; 14:6; Acts 15:11; Ephesians 2:5, 8-9)

We believe in the present ministry of the Holy Spirit whose indwelling of all believers enables them to live godly lives. (John 14:17, 16:8-11, 14)

We believe in the spirit of unity of believers in our Lord Jesus Christ and in the necessity of all His followers maintaining good works as evidence of faith. (John 17:20-23; Ephesians 2:10, 4:1-3)

APPLICANT AGREEMENT

I agree, by my signature, that I am in agreement and will support without reservation, the Grace Cascade Christian Schools' *Core Beliefs listed above.*

Print Name

Applicant Signature

CODE OF CHRISTIAN CONDUCT

GRACE CASCADE CHRISTIAN SCHOOLS

PLEASE READ AND SIGN

Grace Cascade Christian Schools is a religious, nonprofit organization representing Jesus Christ throughout the local community. Grace Cascade Christian Schools requires its employees to be born-again Christians, manifesting by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model, both in and out of school to students, and as an example to parents and fellow faculty members in discernment, dignity, respect, and Christian living (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). A Christian lifestyle should reflect the Biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. This includes the development of the Fruit of the Spirit in their life (Galatians 5:22-23). Employees will strive to conduct themselves in a way that will not raise questions regarding their Christian testimonies, while using discretion in areas of personal liberty with a mind to encourage the Christian walk of others. (Colossians 3:17; Titus 2:7-8; 1 Thessalonians 2:10; 1 Thessalonians 5:18, 22-23, and James 3:17-18, 1 Cor. 10:23 – 11:1, I Cor. 13)

An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

It is the goal of Grace Cascade Christian Schools that each employee will have a lifestyle in which “He may have the preeminence” (Col. 1:18, NKJV).

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one’s biological sex is a rejection of the image of God within that person.

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Grace Cascade Christian Schools as the local Body of Christ, and to provide a biblical role model to the Grace Cascade Christian Schools’ members and the community, it is imperative that all persons having involvement with Grace Cascade Christian Schools in any capacity, including students, parents/guardians, faculty, staff, trustees, coaches, and volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Grace Cascade Christian Schools.

Grace Cascade Christian Schools’ employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. All employees will participate in an individual yearly background check to assure our consistency of our commitment to serve as Christian role models.

APPLICANT AGREEMENT

I agree, by my signature, that I am in agreement and will support without reservation, the Grace Cascade Christian Schools’ *Code of Christian Conduct*.

Print Name

Applicant Signature

Date

REFERENCE RELEASE AND AUTHORIZATION GCCS

PLEASE READ AND SIGN

Subject to the Constitution of the United States and all applicable state and federal laws, GCCS does not discriminate in the administration and dissemination of educational policies and programs. Employees of GCCS shall be selected based on merit, with full consideration of the spiritual philosophies and objectives of GCCS. Personnel shall subscribe to the statement of faith and mission and purpose of GCCS.

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 **Grace Cascade Christian Schools** to thoroughly investigate references, work records, evaluations, education, and 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 the **Grace Cascade 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 **Grace Cascade Christian Schools**.

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 is necessary for such an investigation. I authorize **Grace Cascade Christian Schools** to conduct a criminal records check.

I understand that this is an only an application for employment and that no employment contract is being offered at this time.

I, _____ have made application for a position as a _____ with **Grace**
FIRST AND LAST NAME POSITION APPLYING FOR

Cascade Christian Schools. I have authorized the school to thoroughly investigate references, work records, evaluations, education, and other matters related to my suitability for employment.

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

Applicant's Name (Print) _____

Applicant's Signature _____

Applicant's Social Security Number _____

Date _____