



# Kootenai Valley Christian School

1024 Montana Avenue, Libby, MT 59923

406-293-2303

## Instructional Staff Application

Our school exists to provide a distinctive, biblically based education in a nurturing environment through which students are instilled with godly character, inspired to excel, and prepared for a life of enduring commitment to Christ. Your interest in being a part of such a ministry at Kootenai Valley Christian School is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will notify and ask you to send your placement file to our office. We will also contact your references. If we have continued interest in your candidacy, we will send you some follow-up questions and arrange for a personal interview.

We realize that the key to a successful Christian school is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

### A. Applicant's Name and Address

Last name \_\_\_\_\_ First name \_\_\_\_\_ Middle initial \_\_\_\_\_

Position applied for \_\_\_\_\_

Application date \_\_\_/\_\_\_/\_\_\_ Date available \_\_\_/\_\_\_/\_\_\_

Current address:

Street address \_\_\_\_\_

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

Phone: Days ( \_\_\_\_\_ ) \_\_\_\_\_ Evenings ( \_\_\_\_\_ ) \_\_\_\_\_

Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Best time to call? \_\_\_\_\_ Length of time at this address? \_\_\_\_\_

Permanent address and phone number if different from current address \_\_\_\_\_

### B. Christian Background

**On a separate paper in your own handwriting, briefly give your Christian testimony.**

**If you become a volunteer at our school, you are joining a ministry that has high expectations of all its volunteers and employees. All of our individuals who work with children are in ministry and must demonstrate the life of Christ in their everyday living to our students, their parents, and fellow individuals of the school community. Since it is the school's mission to train and equip children to be followers of Jesus Christ, we require all of our employees and volunteers to be Christian role models in their lives, both on and off the job (Luke 6:40). Please carefully read the attached Statement of Faith, Declaration of Moral Integrity Form, and Lifestyle Statement. If you can honestly sign the forms, please do so.**

What is your denominational preference? \_\_\_\_\_

What is your local church affiliation? \_\_\_\_\_

Are you currently a member in good standing? \_\_\_\_\_ Years? \_\_\_\_\_

**C. Questions for Instructional Personnel**

Please list teaching certificates that you hold: \_\_\_\_\_  
\_\_\_\_\_

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

Please list K–12 activities or sports that you would be capable and willing to direct, sponsor, or coach (indicate grade or ability levels): \_\_\_\_\_

Sequentially list your teaching experience with most recent first:

School Name	Position	Dates

**D. Professional Qualifications**

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

What degree, or degrees, do you hold?

Degree	Issuing Institution

What were your majors? \_\_\_\_\_  
Your minors? \_\_\_\_\_

List any other educational advantages that you have had, including opportunities for travel:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

Describe your level of computer and software program skills: \_\_\_\_\_  
\_\_\_\_\_

List any educational conferences or seminars that you have led or participated in recently:

\_\_\_\_\_  
\_\_\_\_\_

**E. Personal Philosophy**

On a separate paper, please type your viewpoints on the following questions, providing a one-to-two-paragraph answer for each question.

1. Why do you wish to serve in a Christian program?
2. What are the main characteristics that distinguish a Christian program from a secular program?
3. What areas in your professional life do you feel are your strengths? What areas are you working to improve?
4. What do you believe about the origin of the universe?
5. Please summarize any additional information that you would like to present regarding your candidacy for this position.

**F. Employment History**

Please start with your current or most recent employer and work backward for the past *ten years*. If necessary, use a separate paper and follow the same format for additional positions.

1. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

2. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

3. Position \_\_\_\_\_ Dates of employment \_\_\_\_\_  
 Employer \_\_\_\_\_ Address \_\_\_\_\_

Supervisor's name and phone number \_\_\_\_\_  
 Reason for leaving \_\_\_\_\_

Are you holding or have you already signed a contract for next year with any other educational institution?  Yes  No

**G. Personal References**

Do not list family members or relatives for references. You will also need to sign the attached Authorization to Release Reference Information form and return it with this application.

Give three references who are qualified to speak about your spiritual experience and Christian service. List your current pastor *first*.

Name and complete address	Phone	Position

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

Name and complete address	Phone	Position

## H. Applicant's Certification and Agreement

I understand that Kootenai Valley Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or disability.

I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 Kootenai Valley Christian School to thoroughly interview the primary references that I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize my former employers and any other references to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, all other references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditional until the school has received the background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this application for employment is valid for no more than 120 days. After that, I must resubmit an application in order to be considered for positions at this school.

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

I understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

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

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Applicant signature

Date

## Additional Questions for Section A of Instructional Staff Application

Please list any additional addresses where you have resided at any time during the past five years:

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

Can you submit verification of your legal right to work in the U.S.?  Yes  No

What are your long-term goals? \_\_\_\_\_

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## Additional Questions for Section B

Are there any additional doctrines or convictions not a part of the statement of faith that we should be aware of? Yes \_\_\_\_  
No \_\_\_\_ If yes, please write out on a separate page.

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

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

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What other Christian service have you done since becoming a Christian? \_\_\_\_\_

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To what extent do you believe you should become involved in the ministries of the sponsoring church or the church of which you are attending or are a member? \_\_\_\_\_

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Describe your routine of personal Bible study and prayer: \_\_\_\_\_

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What books have you read recently that have helped you spiritually? \_\_\_\_\_

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## Additional Questions for Section C

Please indicate your 1st and 2nd choices below: Then to the right please indicate the grades or subjects in order of preference:

Preschool  Kindergarten  Elementary \_\_\_\_\_

Junior High \_\_\_\_\_

High School \_\_\_\_\_

Full time  Part time  Substitute

Do you have an ACSI early education teaching certificate or K-12 teaching certificate?

Yes  No

If yes, what level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

Do you have a state teaching or administrator's certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years

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Endorsement(s) \_\_\_\_\_

List semester hours in endorsement area(s) \_\_\_\_\_

If you do not hold an ACSI certificate or a state certificate, what requirements do you lack?

Have you taken the Principles and Practices of Christian Early Education course or had any courses in the Christian Philosophy of Education for K–12 personnel?  Yes  No If yes, which course, where, and when?

If not, would you be willing to take the course by correspondence or otherwise?  Yes  No

\* Attach a typed copy of your personal Christian philosophy of early education or K–12 education and how you would implement it in the classroom.

Have you had other courses giving specific training for Christian early education programs or K–12 Christian schools? Please give details. \_\_\_\_\_

Are you capable of teaching a Bible class?  Yes  No If yes, what would be your subject preferences?

To what degree are you familiar with various Christian or secular early education programs or K–12 textbook series?

Do you have a program or textbook series preference? \_\_\_\_\_

### Additional Questions for Section D

Cumulative grade point average: Bachelor's \_\_\_\_\_ Graduate work \_\_\_\_\_

Total units—(circle one) semester or quarter—*after* date of bachelor's degree:

Are you still in school?  Yes  No If yes, where? \_\_\_\_\_

How many courses are you currently taking? \_\_\_\_\_ Number of credits? \_\_\_\_\_ What is the course of study?

Do you know a foreign language? \_\_\_\_\_ If yes, which language? \_\_\_\_\_  
Can you speak it? \_\_\_\_\_ read it? \_\_\_\_\_ write it? \_\_\_\_\_

Describe how periodic evaluations have been helpful to you:

### Additional Questions for Section F

Have you ever worked under a different name for any of the employers you have listed?

Yes  No If yes, what was the name or names? \_\_\_\_\_

Have you served in the military?  Yes  No If yes, what type of training or education did you receive?

Please account for all periods of unemployment if there are time gaps in the list of employers above. Where were you, and what were you doing if you weren't employed?

From month/year to month/year	State what you were doing	Names and phone numbers of persons other than relatives who can confirm your unemployment
/ to /		
/ to /		
/ to /		



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## Follow-up Questions for Instructional Staff Applicants

Full name \_\_\_\_\_

Position applied for \_\_\_\_\_

Current date \_\_\_/\_\_\_/\_\_\_

You are now ready for the next phase of our application process. Please arrange for your college placement file to be forwarded to our school. Please also fill out this form and send it to our office. After having an opportunity to review your answers, our administrator will contact you. Thank you.

### A. Personal Information

If you answer yes to any of the questions in the following 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.

Are you currently being investigated or under a procedure by your current employer to consider your discharge for misconduct?  Yes  No

Has any employer ever subjected you to disciplinary action, suspension, or termination or asked you to leave a paid or unpaid position on the grounds of any unlawful sexual behavior or violation of an employer's sexual misconduct policy or antiharassment policy?  Yes  No

Have you ever been suspended, been discharged, or resigned in lieu of discharge from any position?  Yes  No

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

Have you ever entered a plea of guilty or 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

You have read the job description and essential functions for this position. Is there any reason why you might be unable to perform the essential duties and responsibilities of the position for which you are applying?  Yes  No If yes, please explain: \_\_\_\_\_

If you answered yes to the above question, is there anything that the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position? \_\_\_\_\_

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? \_\_\_\_\_

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: \_\_\_\_\_

Please list your hobbies and personal interests: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any experience, skills, or qualifications that you believe would especially fit you for work with our school:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you belong to any professional groups or other organizations that you consider relevant to your ability to perform this job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What periodicals do you read regularly? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Position on Current Issues**

We live in a pluralistic society with many conflicting beliefs and values. As an administrator, you may be asked specific questions about controversial issues by your staff or students. Your answers will come from your personal convictions. We need to know the views of people who would be Christian role models for our children (Luke 6:40). Please briefly explain your position on each of the following topics:

Controlled substances

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Entertainment

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sexual morality (e.g., heterosexuality, homosexuality, and gender identity issues)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Marriage and remarriage

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sanctity of life

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal integrity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other current/cultural issues

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a personal testimony regarding any of the above items that you would like to share?

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### C. Personal Statements from All Applicants

On a separate paper, please type your viewpoints on the following questions, providing a one-to-two-paragraph answer for each question.

1. What do you believe are the qualities of a good teacher, and what evidences do you have that would make you believe that you have these qualities?
2. What do you consider to be the most important function of the Christian school and the distinctive characteristics of its education practices?
3. How has the Lord led you to apply in a Christian school? Why are you interested in becoming a member of the ministry team at this school?
4. If your children are in a public school, explain why. If your children are in a Christian school, explain why.
5. What is your personal plan for continued Christian growth?
6. How would you respond to a student who asks the question, "How do I become a Christian?"
7. You have read our statement of faith. Do you strongly hold any doctrines that are *not* in that statement (e.g., instrumental music should not be a part of a worship service, you should not eat pork)? If yes, please list and describe.
8. If a misunderstanding were to arise between you and a coworker or a school parent, how would you try to handle it?
9. Describe a difficult problem that you have had with a coworker. How did you handle the problem?
10. (If married) Is your spouse supportive of your desire to serve in a Christian school ministry?

Can you perform the duties of this position without violating any obligations or proprietary information of a previous employer?  Yes  No

Do you understand that this is an application for employment and that no employment contract is being offered at this time?  Yes  No

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I hereby certify that I have not knowingly withheld any information that might adversely affect my chances for employment, and that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired or, if hired, may subject me to immediate dismissal regardless of when or how it was discovered. 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 understand that failure to complete any portion of this application or to sign this application will result in rejection of my application.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

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Applicant signature

Date



## *Kootenai Valley Christian School*

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### **Statement of Faith**

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

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of our Lord 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, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. That salvation is solely by Grace, through faith, totally apart from works.

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

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.

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

### **Statement of Doctrine**

The school views itself as an indispensable part of the three major forces on the life of each child: the home, the school and the church. The school intends to be an extension of the home and, therefore, a responsive listener to the home. It intends to be cooperative with the churches represented among the student body and supportive of activities within the tenants of the Statement of Faith. The Statement of Faith is fundamental to basic Christian tenants and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position. Due to our inter-denominational position and our awareness that the Church, the bride of Christ, is composed of saints from all denominations, we desire to have a doctrinal position that will not offend that Body, but will rather edify regardless of denominational preference. Therefore, the Board has seen that the following four doctrinal areas could lead to division among us and they will be left primarily to the teaching of the home and church, though Kootenai Valley Christian School reserves the right to teach about these topics without taking a position:

- Time and method of water baptism and communion
- Eternal security of the believer
- End times teaching
- Spiritual gifts

### **Philosophy**

We believe that children should receive a complete course of instruction in all the common branches of learning as prescribed by the State of Montana, but that such instruction should be given from a Biblical point of view.

We believe that children can and should be taught to treat others with love and respect.

We believe in maintaining high standards of character development, academic education, fine art, vocational and student activities.

The opposite of Christ-centered education is man-centered education or humanism - declaring man, instead of God, as the authority for truth. We lift up Christ and the Bible as the ultimate authority for truth.

### **Goals**

To provide Biblical training that will tend to teach the basic and general Christian beliefs and principles while leaving specific teaching, outworking, and areas of disagreement to parents and churches.

To provide a strong academic program that satisfies state academic requirements and prepares young people to live successfully in this world. This will be based on a Biblical educational philosophy, not a human one. Students will be given a strong background in the basics of reading, language, mathematics, science and history.

To instill patriotism, love of country and conservative ideals which have made our country great.

To provide godly Christian teachers who will be role models for the students they teach.

To develop in the child Christ-likeness in the following areas as an outgrowth of the development of the Christian mind set: (consistent life view with Christ pre-eminent)

- Spiritually - teach the basis of successful Christian living based on faith in Jesus Christ, knowledge of God's Word, development of godly character traits, and maturing in the Christian walk (II Thessalonians 3:3).
- Mentally - develop a Biblical way of thinking that places Christ preeminent in all of life, stressing that all of life is spiritual (Philippians 2:5).
- Physically - our body is the vehicle given to us by God in which we live our lives to bring glory to God. Therefore, we need to learn to care for and develop it so that we may serve God to the fullest (II Corinthians 6:16).
- Socially - to learn to develop Biblical human relationships in which we serve people not use them (Matthew 20:25-28).
- Emotionally - develop a stable personality which is based on one's self worth in "God's sight" and that emphasizes self-control and the fruits of the Spirit (Galatians 5:21,22).

**Academically, the school endeavors**

To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.

To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others; such as reading, writing, speaking, listening, and mathematics.

To teach and encourage the use of good study habits.

To teach the student how to do independent research and to reason logically.

To motivate the student to pursue independent study in areas of personal interest.

To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.

To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.

To discuss current affairs in all fields and relate them to God's plan for man.

To produce an understanding and appreciation for God's world, and an awareness of man's role in his environment and his God-given responsibilities to use and preserve them properly.

To develop a practical reason for learning the content of mathematics, English, history, science, physical education, etc., and to allow the student to see a purpose in his/her education and how it can be used.

\*\*I accept without verbal or mental reservations the school's statement of faith and am committed to upholding it.

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Applicant signature

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Date



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**Declaration of Moral Integrity**

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position, as an employee, or as a volunteer at this school, I,

(print name) \_\_\_\_\_, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator signature, *after* discussion with applicant

\_\_\_\_\_  
Date

“Honor marriage, and guard the sacredness of sexual intimacy between wife and husband. God draws a firm line against casual and illicit sex.” (Hebrews 13:4, *The Message*)

“A pupil is not superior to his teacher, but everyone [when he is] completely trained (readjusted, restored, set to rights, and perfected) will be like his teacher.” (Luke 6:40, AMP)



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**Lifestyle Statement**

Kootenai Valley Christian School (KVCS) is a religious, nonprofit organization representing Jesus Christ throughout the local community. KVCS requires its employees and volunteers to be born-again Christians, living their lives as Christian roles models (Rom. 10:9-10, 1 Tim. 4:12, Luke 6:40). Employees and volunteers will conduct themselves in a way that will not raise questions regarding the Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee/volunteer 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/volunteers or management.

The Kootenai Valley Christian School Statement of Faith expects employees and volunteers to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees/volunteers to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21-27, 1 Cor. 6:9-20). Kootenai Valley Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

KVCS employees and volunteers 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 or role as a volunteer. As a Christian school, KVCS considers each person who works with children to be a leader of others (especially children). In alignment with the Bible's expectations for leaders, it is the expectation of KVCS that each employee and volunteer will have a lifestyle that is "above reproach" and "so that in everything (Christ) might have the supremacy" (1 Timothy 3:1-3, Colossians 1:18).

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Applicant signature

Date



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**Fair Credit Reporting Act**

**Disclosure**

I understand that as a condition of my consideration for employment, or as a condition of my continued employment, Kootenai Valley Christian School may obtain a consumer report and/or investigative consumer report that includes but is not limited to verification of my education, previous employment/work history, Social Security number, credit history, and motor vehicle records. The school may also receive any criminal history information pertaining to me that may be in the files of any federal, state, or local criminal justice agency, and in any other civil court or public records or any other information bearing on my character, general reputation, personal characteristics, and trustworthiness; and may conduct personal interviews and drug testing.

You have certain rights regarding these reports and their use as defined under the Fair Credit Reporting Act (FCRA) as summarized in "A Summary of Your Rights Under the Fair Credit Reporting Act," a copy of which has been provided to you.

**Authorization**

I authorize Kootenai Valley Christian School and/or its designated agent, to obtain consumer reports on me now or anytime after my employment. The school may conduct an investigation of the items listed in the disclosure statement above so that it can make informed decisions regarding my proposed or actual employment relationship. I recognize and understand that I will receive written notice from the school when a consumer report will be requested. I authorize the credit reporting agency, and any of its agents, to disclose orally and in writing the results of this verification process to the authorized representative of Kootenai Valley Christian School.

I authorize persons, schools, current and former employers, and other organizations and agencies to provide the credit reporting agency with all information that may be requested. I hereby release all persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original. I do hereby agree to forever release and discharge Kootenai Valley Christian School, the credit reporting agency, and their associates to the full extent permitted by law from any claims, damages, losses, liabilities, costs and expenses, or any other charge or complaint filed with any agency arising from retrieving and reporting of information.

I acknowledge that I have rights under the FCRA including those discussed in "A Summary of Your Rights Under the Fair Credit Reporting Act," which I have received and reviewed.

I understand that under the FCRA, Kootenai Valley Christian School will provide me with a copy of any consumer report and/or investigative consumer report if the information contained in such a report is, in any way, to be used in making an adverse decision regarding my fitness for employment. I further understand that such report will be made available to me prior to any such adverse decision being made, along with the name and address of the reporting agency that produced the report.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Social Security number

\_\_\_\_\_  
Applicant signature Date

Date of birth \_\_\_/\_\_\_/\_\_\_      Gender: M or F

\_\_\_\_\_  
Maiden name/alias

\_\_\_\_\_  
Driver's license number State

---

Other aliases

If you have resided in this state for fewer than ten years, please list all previous addresses for the last ten years:

Street Address/PO Box	City	State	Zip Code

Please list every state in which you have lived during your adult life: \_\_\_\_\_

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*Kootenai Valley Christian School*

*1024 Montana Avenue, Libby, MT 59923*

*406-293-2303*

*Ruthanne Dolezal, Administrator*

## **General Description**

**Job summary:** The school teacher shall prayerfully help students learn attitudes, skills, and subject matter that will contribute to their development as mature, able, and responsible Christians to the praise and glory of God.

**Hired by:** Kootenai Valley Christian School Board.

**Responsible to:** oversee classroom management and curriculum

**Supervises:** Grade level students.

**Evaluated:** An annual written evaluation is provided by the administrator.

**Type of position:** This is a contracted, exempt employee that is paid on a salaried basis.

## **Required Spiritual Qualities**

It is expected that the teacher will ...

- Acknowledge Christ as Savior and seek to live life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Believe and actively support the school's statement of faith (attached).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
- Evidence the fruit of the Spirit in dealing with people.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

## **Required Professional Qualities**

It is desired that the teacher will ...

- Hold a teaching degree from an accredited postsecondary institution or be willing to participate in continuing education.
- Demonstrate a reasonable level of computer literacy, having a basic proficiency in doing word processing, creating and using a spreadsheet, e-mailing, and accessing the Internet.
- Possess evidence of other adequate preparation, background, or experience as determined by the school administrator.

## **Required Personal Qualities**

It is expected that the teacher will ...

- Sign and live by the school's lifestyle statement as a condition for employment and continued employment in this ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Prov. 22:6, NIV).
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.

## **Essential Job Functions—Accountabilities**

It is expected that the teacher will ...

### **Spiritual Leadership**

- Have a conviction that God has called her or him to Christian school ministry.
- Reflect the purpose of the school, which is to honor Christ in every class and in every activity.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.

### **Professional Leadership**

- Seek and accept constructive evaluation of her or his own job performance.

## **Required Personal Qualities**

It is expected that the teacher will ...

- Demonstrate sensitivity toward staff, parent, volunteers, and children, and an ability to interact effectively with them.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in the operation of the classroom and school.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, and a good sense of humor.
- Defend principles and conviction in the face of pressure and partisan influence.
- Recognize her or his mistakes and take measures to correct them.
- Be a team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Practice legible penmanship.
- Respectfully submit and be loyal to constituted authority.
- Make an effort to appreciate and understand the uniqueness of the community.
- Place her or his school ministry ahead of other jobs or volunteer activities.
- Maintain a personal, professional appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

## **School Teacher**

### **Essential Job Functions—Accountabilities**

It is expected that the school teacher will ...

#### **Spiritual Leadership**

- Motivate students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Lead students to a realization of their self-worth in Christ.
- Ensure that the classroom work environment is Christian-based, nurturing, wholesome, and loving.
- Work with the administration and staff to address the spiritual formation needs of the students.
- Carry out Christ-centered counseling with students and staff.

#### **Academic Leadership**

- Have a thorough knowledge and understanding of the Christian philosophy of education that will help in providing leadership and guidance in the school's development of and commitment to a Christian worldview.
- Have knowledge of the school's curriculum, standards, and mission.
- Integrate biblical principles and the Christian worldview throughout the curriculum and activities.
- Teach classes as assigned following the prescribed scope and sequence as scheduled by the administration.
- Ensure that his or her school classroom reflects a professional and Christian environment.
- Have knowledge of the physical/emotional development of children—particularly at the age level of the children being taught—and understand the problems they face.
- Plan broadly through the use of semester and quarterly plans and objectives, and more currently through the use of a lesson plan book.
- Plan a program of study that as much as possible meets the individual needs, interests, and abilities of the students, challenging them to do their best work.
- 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.
- Plan through approved channels the use of field trips, guest speakers, and other media for a balanced classroom.
- Use homework effectively for drill, review, enrichment, or project work.
- Regularly assess the learning of students, and provide progress reports as required.
- Respond in a timely manner to parent complaints and to parent requests for help or information.
- Participate in formal and informal parent-teacher conferences.
- Participate in continuous professional development through professional reading, college course work, in-services, workshops, and conferences.

#### **Administrative Leadership**

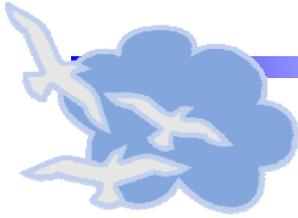
- Have the ability to accomplish the goals and objectives assigned by the school administration and school policy.
- Help the staff, students, and volunteers function efficiently, effectively, and productively.
- Understand supervision and how to lead in a positive manner.
- Provide a good learning environment by keeping proper discipline in the classroom, the gym, and other places on the school premises.
- Meet regularly with other staff members to ensure coordination of programs and prompt problem resolution.
- Provide input as needed for the school master calendar.

- Maintain a physical presence with the students by attending and, when possible, participating in school chapels, assemblies, athletics events, and other presentations.
- Arrange for administration approved substitute teachers when needed, and assist them in successfully carrying out their responsibilities.
- Participate in beginning-of-year staff orientation, staff devotionals, and staff meetings.
- Respect professional ethics that require confidentiality concerning the sharing of information about children, parents, or staff.
- Maintain regular and accurate records of attendance and grades to meet the demands for a comprehensive knowledge of each student's progress.
- Keep students, parents, and the administration adequately informed of student progress or deficiencies and *give sufficient notice of student failure*.
- Establish a plan for struggling students to succeed through accommodation.
- Know the procedures for dealing with emergency situations in the classroom and school. Conduct required emergency safety drills in coordination with school leadership.
- Report to the appropriate individuals any campus safety, health, and maintenance needs that are observed.
- Inform the administration in a timely manner if unable to fulfill any assigned duty.
- Deal directly and frankly with the school administration in an earnest effort to resolve differences of opinion when they exist.

### **Additional Duties or Responsibilities**

It is expected that the school teacher will ...

- Remain in classroom until 3:30pm on all regular school days and 12:15pm on Half Days.
- Attend Staff Meetings from 3:30pm until 4pm on Tuesdays.
- Recognize the need for good public relations. Represent the school in a favorable and professional manner to the school's constituency and the general public.
- Participate in the school's development programs and activities in areas of constituency relations, fund-raising, and student recruitment and retention.
- Ensure that provision is made for the accountability and securing of all funds collected in the classroom.
- Supervise extracurricular activities, organizations, and outings as assigned.
- Support the broader program of the school by attending extracurricular activities when possible.
- Involve parents in prayer and volunteerism as appropriate.
- Maintain a clean, attractive, and well-ordered classroom.
- Participate in the end-of-year school closing process, such as the inventorying of textbooks, furniture, and equipment.
- Perform any other duties that may be assigned by the administration.



## *Kootenai Valley Christian School*

*1024 Montana Avenue, Libby, MT 59923, 406-293-2303*

### Statement of Faith

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

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.

We believe in the deity of our Lord 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, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. That salvation is solely by Grace, through faith, totally apart from works.

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

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.

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

### Statement of Doctrine

The school views itself as an indispensable part of the three major forces on the life of each child: the home, the school and the church. The school intends to be an extension of the home and, therefore, a responsive listener to the home. It intends to be cooperative with the churches represented among the student body and supportive of activities within the tenants of the Statement of Faith. The Statement of Faith is fundamental to basic Christian tenants and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position. Due to our inter-denominational position and our awareness that the Church, the bride of Christ, is composed of saints from all denominations, we desire to have a doctrinal position that will not offend that Body, but will rather edify regardless of denominational preference. Therefore, the Board has seen that the following four doctrinal areas could lead to division among us and they will be left primarily to the teaching of the home and church, though Kootenai Valley Christian School reserves the right to teach about these topics without taking a position:

- Time and method of water baptism and communion
- Eternal security of the believer
- End times teaching
- Spiritual gifts

### Statement on the Sanctity of Human Life

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

### Statement on Same Sex Marriage

Because there is long-standing Biblical evidence that a homosexual lifestyle is perverse and destructive to individuals and to society, Kootenai Valley Christian School is committed to Biblical holiness and holds in high regard Scriptural injunctions related to homosexuality. KVCS cannot accept, endorse, or condone homosexual behavior. We believe that God ordained marriage between one man and one woman.

We seek to express love, compassion, and concern for those who struggle with sexual identity, or homosexual orientation, and to support a chaste relationship in Christ. KVCS will demonstrate love toward all people and we will urge all to seek the grace of God and Biblical counsel. KVCS affirms our conviction that based on the Biblical standard we believe homosexual behavior is sin. KVCS stands firmly opposed to the licensing, ordination, or approving for leadership of those who are involved in this lifestyle. KVCS supports instruction which brings understanding to issues related to homosexuality, but opposes instruction which endorses or promotes homosexual behavior as an acceptable, alternate or Christian lifestyle.

## Philosophy

We believe that children should receive a complete course of instruction in all the common branches of learning as prescribed by the State of Montana, but that such instruction should be given from a Biblical point of view.

We believe that children can and should be taught to treat others with love and respect.

We believe in maintaining high standards of character development, academic education, fine art, vocational and student activities.

The opposite of Christ-centered education is man-centered education or humanism - declaring man, instead of God, as the authority for truth. We lift up Christ and the Bible as the ultimate authority for truth.

## Goals

To provide Biblical training that will tend to teach the basic and general Christian beliefs and principles while leaving specific teaching, outworking, and areas of disagreement to parents and churches.

To provide a strong academic program that satisfies state academic requirements and prepares young people to live successfully in this world. This will be based on a Biblical educational philosophy, not a human one. Students will be given a strong background in the basics of reading, language, mathematics, science and history.

To instill patriotism, love of country and conservative ideals which have made our country great.

To provide godly Christian teachers who will be role models for the students they teach.

To develop in the child Christ-likeness in the following areas as an outgrowth of the development of the Christian mind set: (consistent life view with Christ pre-eminent)

- Spiritually - teach the basis of successful Christian living based on faith in Jesus Christ, knowledge of God's Word, development of godly character traits, and maturing in the Christian walk (II Thessalonians 3:3).
- Mentally - develop a Biblical way of thinking that places Christ preeminent in all of life, stressing that all of life is spiritual (Philippians 2:5).
- Physically - our body is the vehicle given to us by God in which we live our lives to bring glory to God. Therefore, we need to learn to care for and develop it so that we may serve God to the fullest (II Corinthians 6:16).
- Socially - to learn to develop Biblical human relationships in which we serve people not use them (Matthew 20:25-28).
- Emotionally - develop a stable personality which is based on one's self worth in "God's sight" and that emphasizes self-control and the fruits of the Spirit (Galatians 5:21,22).

## Academically, the school endeavors

To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.

To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others; such as reading, writing, speaking, listening, and mathematics.

To teach and encourage the use of good study habits.

To teach the student how to do independent research and to reason logically.

To motivate the student to pursue independent study in areas of personal interest.

To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.

To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.

To discuss current affairs in all fields and relate them to God's plan for man.

To produce an understanding and appreciation for God's world, and an awareness of man's role in his environment and his God-given responsibilities to use and preserve them properly.

To develop a practical reason for learning the content of mathematics, English, history, science, physical education, etc., and to allow the student to see a purpose in his/her education and how it can be used.

