



Exceptional Education...Distinctively Christian

36-38 Sacandaga Road
Scotia, NY 12302
518-370-4272 • fax 518-370-4778
www.mekeel.org

Dear Applicant:

Your interest in Mekeel Christian Academy is appreciated. We realize the key to a successful Christian school is a spiritually and professionally qualified faculty and staff. We are grateful for those whom God calls to serve the Christian church and home by providing a distinctly Christian role model and education for children and youth.

We invite you to read carefully and complete the enclosed application materials and return them to the school office. If an opening occurs for which it appears you may qualify, we will contact you and follow the procedure described below. We will hold your resume for a minimum of three years after a decision has been made.

Thanks again for your interest in the ministry of MCA. It is our prayer that God will perfect His will in your life.

Sincerely,

W. Chad Bowman
Head of School

MCA Teacher Selection Procedure

1. A *Teacher Application* packet is sent to an applicant upon request. Applications received by the school will be acknowledged in writing and kept on file for three years after a decision is made.
2. If the Headmaster determines to proceed on an application, the applicant and the references listed on the application will be contacted and a *Family Handbook* will be sent. Candidates with appropriate qualifications and background will be scheduled for interviews with the Teacher Interview Committee, consisting of the Headmaster, Principal, and faculty members, at the discretion of the Headmaster.
3. A criminal history background check will be conducted on the applicant considered the best match for our school.
4. Upon obtaining a satisfactory report from the background check vendor, the Headmaster will issue a contract or letter of intent to hire to the applicant. The other interviewees will be notified and thanked in writing.
5. Once the contract or letter is signed and returned, the Principal will provide a *Faculty Handbook* and schedule an orientation appointment to acquaint the teacher with the curriculum and teacher policies.



FACULTY APPLICATION

Please check position(s) sought:

- Teacher**
Teacher's Aide
Substitute

Position Desired: _____ Application Date: _____

► Contact Information *Please type or print in ink.*

Name _____
Last First Middle

Permanent Address _____
Street
City State Zip

E-Mail Address _____

Phone: Days _____ Evenings _____

► Position Desired

1. Preference: Kindergarten Elementary Junior High High School

2. Grade/subject in order of preference: 1. _____ 2. _____ 3. _____

3. Have you applied to MCA before? Yes No If so, when? _____

4. Are you currently employed? Yes No If so, may we inquire of your present employer? Yes No

5. Can you perform the essential functions of this position (see *Teacher Position Description*) without accommodation? Yes No If "no," please explain on another sheet of paper and suggest what the school can do to reasonably accommodate your needs so that you would be qualified to perform the duties and responsibilities of this position.

6. Please list activities or sports that you would be capable and willing to direct, sponsor, advise, or coach

(indicate grade or ability levels): _____

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

► Christian Testimony

1. What church do you presently attend? _____

How often? Frequently Often Occasionally Seldom Are you a member? Yes No

2. Do you believe the Bible to be the only inspired and infallible Word of God, the final authority in all matters of faith, conduct, and truth? Yes No

3. What is your attitude toward working with those of other races and or of other denominational beliefs?

4. In what church activities have you been involved and with what degree of regularity? _____

5. Describe your routine of personal Bible study and prayer: _____

6. What books or magazines have you read recently that have helped you spiritually? _____

7. *In your own handwriting, on separate paper, briefly give your Christian testimony.*

► **Professional Qualifications**

Names & Locations of Schools/Colleges/Universities	Dates Attended From / To	Date of Graduation	Degree Earned	Major	Minor
High School					
College / University					
College / University					
Graduate Work					

1. Do you have a state teaching certificate? Yes No In what state? _____

2. Provisional or Permanent (*circle*) If not, what do you lack? _____

3. Certificate subject/grade area(s): _____

4. Do you have an ACSI certificate? Yes No Subject areas: _____

Valid for _____ years If not, what do you lack? _____

5. List any courses taken in Christian philosophy of education: _____

6. *Please attach a copy of your philosophy of education.*

► Teaching Experience

1. Student teaching: subject(s) and place: _____

Cooperating Teacher/Phone: _____

2. List any conferences/seminars you have led or participated in: _____

3. List any other experiences (work, military, travel, etc.) that may have significance for the position for which you are applying:

4. List any books, articles, and/or magazines you have read recently for professional growth: _____

5. Have you ever worked under a different name for any of the employers listed in your application materials?

Yes No If so, what was the name or names? _____

TEACHING EMPLOYMENT HISTORY			
Employer / Address	Supervisor / Phone	Position / Salary	Dates
School	Supervisor	Position	From
Address	Phone	Salary	To
		Reason Left	
School	Supervisor	Position	From
Address	Phone	Salary	To
		Reason Left	
School	Supervisor	Position	From
Address	Phone	Salary	To
		Reason Left	
			Total Years Teaching:

► **Personal Information**

If you answer "Yes" to any of the 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 for misconduct by your present employer? Yes No
- 2. Has any employer ever subject 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* or *criminal* 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

► **Applicant's Certification**

I hereby certify that the facts set forth in these application materials are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process 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 day of release.

*I authorize Mekeel Christian Academy to thoroughly interview the **primary** references which I have listed, any **secondary** references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly verify and/or investigate any of the information contained in the application materials including my work records and evaluations, my educational preparation, and other matters related to my suitability for the position and to perform a criminal history background check.*

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 investigation or disclosure. In addition, I hereby release Mekeel Christian 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 an investigation or disclosure. I waive the right to ever personally review any references given to the school.

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

Applicant Signature

Date

The following documents should accompany this application if not already submitted:

- A resume accounting for the entire past ten years including any period(s) of unemployment
- A handwritten description of your Christian testimony
- A copy of your transcript of your undergraduate and graduate record
- A copy of all teaching certificates
- A copy of your philosophy of education

Non-Discriminatory Hiring Policy

Mekeel Christian Academy is a distinctly Christian institution dedicated to biblical principles of fairness and equality (Pro. 24:23; Acts 17:26; Gal. 3:28, etc.). Therefore, the school does not discriminate on the basis of age, sex, race, color, national or ethnic origin, or disability in its hiring practices or any other employment decisions of its administration, faculty, or support staff.



Mission Statement & Statement of Faith

Mission Statement

The mission of Mekeel Christian Academy is to provide an exceptional elementary & secondary education rooted in the eternal perspective of God's Word which equips students for continued growth in character, achievement, and service.

Statement of Faith *(same as the National Association of Evangelicals)*

1. We believe that the Bible is the only infallible authoritative Word of God, verbally and fully inspired in the original text, and that it is the supreme authority in all matters of faith and conduct.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. 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 to earth with power and glory.
4. We believe that all men are, by nature and by choice, sinners, destitute of all power to save themselves. We believe, therefore, that the only means of salvation is the regenerating work of the Holy Spirit on the basis of the atoning work of and through personal faith in Jesus Christ.
5. We believe in the resurrection of both the saved and the lost; those that are saved unto the resurrection of life and those that are lost unto the resurrection of damnation.
6. We believe in the church, the spiritual body of which Jesus Christ is the Head and of which all regenerated persons are members. We believe that the visible church is the company of believers in Jesus Christ associated for worship, work, and fellowship.
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is empowered to live a godly life.

Applicant: Please read carefully our Mission Statement and Statement of Faith and indicate the degree to which you agree with these statements:

I fully support the Statements as written without mental reservation:

Applicant Signature

Date

I support the Statements 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.

Applicant Signature

Date



TEACHER

Position Description

Supervisor/Accountability

All faculty members are hired by the Headmaster in accordance with Board policy. They are under the direct supervision of the Principal. Each faculty member will be evaluated on the basis of instructional and professional criteria established by the administration. This evaluation will be done annually both informally and formally, based on observation and written criteria. Teachers in their first two years of employment at Mekeel Christian Academy will be observed twice annually.

Qualifications

Spiritual Qualifications: An employee of Mekeel Christian Academy must

1. have come to personal, saving faith in Jesus Christ, know Him as his/her Lord and Savior (John 3:3, 1 Peter 1:23), and seek to live a life consistent with the principles of His Word;
2. accept without verbal or mental reservations the school's Statement of Faith and be committed to upholding it;
3. agree to manifest by daily example the highest Christian virtue serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), parents, and school employees. This includes, but is not limited to, the refraining from such activities as the use of illicit drugs or misuse of medically prescribed drugs, drunkenness, criminal activity, the use of vulgar and profane language and any sexual misconduct, including, but not limited to, premarital, extramarital, or homosexual activity, and/or sexual harassment;
4. agree to faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrews 10:25);
5. have the ability to work harmoniously with others in a group setting in which there is a desired diversity of denominations, opinions, personalities, and experience;
6. express a conviction of God's calling to become involved in a Christian educational ministry (I Corinthians 7:21-24);
7. be able to work with others in a spirit of love, harmony, and unity (Ephesians 4:1-6); and
8. possess a submissive spirit with respect to God-given authority (Romans 13:1-2; Ephesians 6:5-9).

Professional

1. Full-time teachers shall hold a minimum of a bachelor's degree in their areas of teaching from a college or university recognized by the administration. Part-time teachers shall have a minimum of a bachelor's degree or commensurate experience in the areas they are teaching. The Headmaster may temporarily waive this requirement if the teacher is implementing a specific written plan approved by the Headmaster to obtain this credential within a two year period.
2. Teachers shall hold ACSI (Association of Christian Schools International) certification in their teaching area. The Headmaster may temporarily waive this requirement if the teacher is implementing a specific, written plan approved by the Headmaster to obtain this credential within a two year period.

3. Teachers must maintain appropriate ACSI certification as a condition for contract renewal. Teachers are expected to obtain the number of Continuing Education Units (CEU's) required by ACSI to retain certification and encouraged to raise the level of their certification at the earliest possible time.
4. A renewable two-year exception to these requirements may be granted by Board approval.

Essential Functions and Responsibilities

Spiritual

1. Serves as a Christian role model (I Tim. 4:12) for students, demonstrating in speech, actions, and attitude a consistent daily walk with Jesus Christ.
2. Follows biblical principles (e.g., I Cor. 6:1-8; Matt. 5:23,24; Matt. 18:15-20) in dealing with students, parents, staff, and administration.
3. Understands parents have the primary responsibility before God for their children's training and assists them in their task.
4. Encourages students to accept God's gift of salvation and to grow in their faith.
5. Emphasizes to students the reality of their self-worth in Christ.
6. Strives to understand, appreciate, love, and counsel the students entrusted to his/her care, praying for them daily.

Instructional

1. Teaches classes as assigned and scheduled by the administration.
2. Integrates biblical principles and the Christian philosophy of education throughout the curriculum, teaching students to think and live from a Christian worldview.
3. Prepares weekly lesson plans which achieve the goals of the curriculum guide and which include objectives, lessons, assignments, and anecdotal records of his/her classes; plans are available for review by an administrator or designate.
4. Uses valid teaching techniques to achieve curriculum goals and affect student learning.
5. Employs a variety of instructional aids, methods, and materials that will provide for creative teaching to reach the whole child—spiritual, mental, physical, social, emotional.
6. Plans through approved channels the balanced use of field trips, guest lecturers, and other media.
7. Uses homework effectively for drill, review, enrichment, or project work.
8. Assesses the learning of students on a regular basis using a variety of methods and provides progress reports to parents in a timely manner.
9. Maintains a positive, safe classroom environment using effective methods of classroom control and discipline.

Non-Instructional

1. Cooperates with the Board and administration in implementing all the policies, procedures, duties, and directives governing the operation of the school as communicated through the Faculty Handbook, staff memos, etc.
2. Maintains regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each student's progress.
3. Keeps students, parents, and administration adequately informed of problems and deficiencies and gives sufficient notice of failure.
4. Promotes communication with parents through teacher-initiated contacts and responds promptly to parent communications.
5. Maintains a safe, clean, and attractive classroom, reporting any damages to the office or head of maintenance.
6. Accepts a share of responsibility for extra-curricular activities as assigned.

Professional

1. Utilizes educational opportunities, workshops, and professional memberships and evaluation processes for continued professional growth.
2. Attends and participates in scheduled devotional, committee, and faculty meetings, also in special school functions as requested by his/her principal.
3. Serves in extra responsibilities as necessary for the success of the school.
4. Seeks to build a cooperative fellowship between the home, church, and school.
5. Contributes to the general improvement of the school program.
6. Serves as a mentor to students or staff as needed.
7. Seeks to build a team atmosphere by cooperating with others in developing the school's philosophy, program, and activities.

Personal

1. Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
2. Meets everyday stress with emotional stability, objectivity, and optimism.
3. Demonstrates friendliness, consideration, and impartiality toward students.
4. Develops and maintains rapport with students, parents, and staff to promote a positive learning environment.
5. Maintains a professional personal appearance that is a role model of cleanliness, modesty, and good taste.
6. Uses acceptable English in written and oral communication; speaks with clear articulation.
7. Recognizes the need for good public relations; represents the school in a favorable and professional manner to the constituency and general public.



Applicant REFERENCES

Personal References

Please give three references who are qualified to speak of your spiritual experience, character, and Christian service. *List your current pastor first.*

1. Name _____ Relationship _____
Address _____ Phone _____

2. Name _____ Relationship _____
Address _____ Phone _____

3. Name _____ Relationship _____
Address _____ Phone _____

Professional References

Please give three references who are qualified to speak of your professional training, experience, and competence. *List your current and most recent supervisor first.*

1. Name _____ Relationship _____
Address _____ Phone _____

2. Name _____ Relationship _____
Address _____ Phone _____

3. Name _____ Relationship _____
Address _____ Phone _____



Reference Release

Authorization to Release Reference Information

I have made application for a position with Mekeel Christian Academy. I authorize the school and/or its agents to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews.

I authorize the release and giving of any information requested by Mekeel Christian Academy such as employment records, performance reviews, and personal references whether such information is favorable or unfavorable to me.

I release any person, organization, or company from any and all liability, claims, or damages that may directly or indirectly result from the use, disclosure, or release of any such information by any person or party, whether such information is favorable or unfavorable to me.

I further waive the right to ever personally view any references given to Mekeel Christian Academy.

I further 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