



"Shaping Lives For Christ"

# Watertown Christian School

15 12<sup>th</sup> Avenue Northeast  
Watertown, South Dakota 57201  
Phone: (605) 882-0949  
Fax: (605) 882-5935

## ADMINISTRATOR APPLICATION

Your interest in **Watertown Christian School** is appreciated.

We realize that the key to a successful Christian School is its staff and leadership. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models.

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

Full name:

Application date:                    /                    /                    Date available:                    /                    /

Present address: \_\_

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

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

Permanent address and phone number if different from present address:

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

**B.**

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

Can you submit verification of your legal right to work in the US? Yes \_\_\_ No \_\_\_

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. (Indicate grade or ability levels).

What would you like to be doing five years from now?

**C. CHRISTIAN BACKGROUND**

**In your own handwriting, on separate paper, briefly**

- **Give your Christian testimony.**
- **Explain how you would lead a student to Jesus Christ, including what you would say.**

Please carefully read our Statement of Faith (p. 10) and indicate your degree of support.

\_\_\_ I fully support the Statement as written without mental reservations.

\_\_\_ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes \_\_\_ No \_\_\_

Denominational preference? \_\_\_\_\_ Local church affiliation? \_\_\_\_\_

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

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?

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

Describe your routine of personal Bible study and prayer.

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

**D. PROFESSIONAL QUALIFICATIONS**

- **Please attach photocopies of all your postsecondary transcripts.**
- **Please include your resume.**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
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Your Major(s)

Your Minor(s)

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

Total (circle one) semester or quarter units **after** date of Bachelor's degree: \_\_\_\_\_

Sequentially list your teaching experience with most recent first.

School's Name	Grades or Subjects	Dates
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To what degree are you familiar with various Christian or secular textbook series, such as, ACSI (Purposeful Design), A Beka, Bob Jones, Saxon?

Do you have a textbook series preference?

List any other educational advantages you have had, including opportunities for travel, or specific training to lead a Christian School.

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

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

Have you had any courses in the Christian Philosophy of Education? If yes, where / when?

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If not, would you be willing to take such a course by correspondence or otherwise?

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

Describe how you have observed, coached and evaluated staff in the past.

## **E. PERSONAL AND EDUCATIONAL PHILOSOPHY**

**\* Attach a typed copy of your personal Christian *philosophy of education* and how you would implement your philosophy in the classroom.**

**\* On a separate sheet of paper, please label and succinctly answer each of the questions below.**

A. Why do you wish to lead in a Christian school?

B. What are the main characteristics that distinguish a Christian school from a public school?

C. What do you consider to be the proper classroom atmosphere for learning?

D. What is your philosophy of discipline? What is your attitude toward physical punishment? What will the management of behaviors look like in your school?

E. What areas do you feel are your strengths and weaknesses?

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

G. How do you see the role of parents/guardians in the education of their children? What is the role you expect parents/guardians to fulfill in your school?

H. 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 backwards for the past ten years. If necessary, you may follow the same format on the reverse side of this form.

1. Name of Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Supervisor's Name and Phone Number

Reason for leaving

2. Name of Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Supervisor's Name and Phone Number

Reason for leaving

3. Name of Employer \_\_\_\_\_ Position \_\_\_\_\_

Address \_\_\_\_\_ Dates of Employment \_\_\_\_\_

Supervisor's Name and Phone Number

Reason for leaving

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

\_\_\_\_\_

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 **Reference Release Form** that is attached and return it with this application.

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

Name/Complete Address	Phone	Position
1.		
2.		
3.		

Give three references that are qualified to speak of your professional training and experience. **List your current or most supervisor first.**

Name/Complete Address	Phone	Position
1.		
2.		
3.		

# **WATERTOWN CHRISTIAN SCHOOL**

## **Mission Statement “Shaping Lives for Christ”**

### **Vision**

Watertown Christian School partners with parents and their churches to nurture children beyond biblical knowledge towards a mature Christian faith and character. Our Christ-honoring staff strives for academic excellence with biblically centered curriculum. Watertown Christian School equips students to live in the world, yet not be of the world while seeking to grow in numbers and in Spirit to influence the world for Jesus Christ.

We want every child to know that they are worthy in Jesus Christ.

### **Core Values**

- Salvation by grace through faith in Jesus Christ
- Christ-centered staff and biblically-centered curriculum
- Academic excellence in a loving and disciplined environment
- Nurturing our children beyond biblical knowledge toward a biblical lifestyle
- Equipping students to be the salt and light of the earth
- Partnering with the family, church and school to train up our children
- Proclaiming the Bible as the ultimate and final authority in all matters



## **WATERTOWN CHRISTIAN SCHOOL STATEMENT OF FAITH**

We believe that the Scriptures of the Old and New Testaments are inspired by God and are without error in their original text; Scripture is the supreme and final authority in faith and life.

We believe in one God, eternally existent in three Persons: Father, Son and Holy Spirit.

We believe in the deity of our Lord Jesus Christ. We believe in His virgin birth, His sinless life, His miracles and His atoning death on the cross. We believe in His resurrection and ascension to the right hand of God the Father and that He will return as He said, at which time He will judge the living and the dead.

We believe that man was created by God and in His image.

We believe that God has an eternal plan for every person.

We believe that man sinned, thereby incurring both physical and spiritual death. We believe that all human beings are born with a sin nature.

We believe that we are saved by God's grace alone through faith in Jesus Christ and what He willingly suffered in our place on the cross.

We believe in the resurrection of the saved to eternal life, and the resurrection of those who chose not to believe in Jesus Christ to eternal separation and condemnation.

## **LIFESTYLE STATEMENT OF PERSONAL CONDUCT**

Watertown Christian School is a God-honoring, non-profit Christian school organization representing Jesus Christ throughout the evangelical Christian community in northeastern South Dakota. Watertown Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9-10, I Timothy 4:12, Luke 6:40).

Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct and moral behavior. 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 (refer to standard teacher contract language).

Watertown Christian School expects its employees to conduct themselves with the highest standards of appropriate communication, always seeking to glorify the Lord first, then to edify the school institution and to not become caught up in a negative or critical spirit that would lead to the creation or acceptance of an atmosphere of tension or disunity among students, families and staff.

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

Watertown Christian School 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. It is the goal of Watertown Christian School that each employee will have a lifestyle where "...He (Jesus) might have the pre-eminence..." Colossians 1:18.

## **H. APPLICANT'S CERTIFICATION AND AGREEMENT**

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

I hereby certify 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 any 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize **Watertown Christian School** 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 investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

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 school, 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 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 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 conditioned upon the receipt of 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 is only an application for employment and that no employment contract is being offered at this time.

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

Signature of Applicant

Date