

Job Description: Teacher

Overview: Double Oak Christian Academy is looking for full-time teachers (Kindergarten-Second). The qualified individual must be a Christian committed to living a Biblical lifestyle. The teacher shall be one who feels called of God to the teaching profession. They must be devoted to working with administration, faculty, students, and parents to teach and train students from a Biblical worldview.

Qualifications:

- Bachelor's Degree in Early Childhood, Elementary Education, or subject area is required.
- Must hold a current North Carolina Teaching License.
- Experience working with children in various church, job, and or volunteer settings.
- Must be a "Born Again" Christian who knows the Lord Jesus Christ as Savior. (John 3:3)
- Must be an active member of a local church that is aligned with the Double Oak Christian Academy Statement of Faith and is spiritually sound in its teaching. (Hebrews 10:24-25)

Description:

- Teach from a Biblical worldview
- Passionate about teaching and committed to student success.
- Strong organizational and time management skills.
- Establish routines and procedures that promote learning, limit distractions, and facilitate a safe and welcoming environment.
- Establish and enforce rules of behavior for students in the classroom.
- Communicate with parents on a regular basis.
- Prepare lessons, units, and projects that align with learning objectives.
- Ability to work collaboratively with colleagues and administration.
- Demonstrate patience, humility, integrity, and kindness while performing day-to-day duties.

Application Process:

- Fill out the online application.
- Submit fingerprint check.
- Complete a full background check paid for by Double Oak Christian Academy.
- Provide references from Pastor and two professionals.
- Complete a face-to-face interview with the administration.
- Sign the Statement of Faith.
- Sign the Staff Code of Conduct.
- Provide current resume.

Double Oak Christian Academy

Employment Application – Teacher Application

We thank you for your interest in Double Oak Christian Academy. We look forward to receiving your application.

We realize that the key to a successful Christian School is its staff. We are seeking professionally qualified applicants who are, by the pattern of their lives, Christian role models as described in Luke 6:40.

We will contact your references, arrange a personal interview, and possibly request follow up questions before hiring an applicant. 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.

Job Information

Grade Level/Subject/Enrichment Preferences:

_____ K5 _____ 1st, _____ 2nd

Lower School Enrichment: _____ Art _____ P.E. _____ Music _____ Spanish
_____ Other: _____

Personal Information

First: _____ MI: _____ Last: _____

Address: _____

City: _____ State: _____

Zip: _____

Email Address: _____

Phone: _____ Best time to call you? _____

Marital Status (circle one): Married Single Separated Divorced Widow
Spouse's Name: _____

Names and Ages of Children: _____

What is the name of your local church:

Are you a member: Yes No

How are you involved in your church?

Educational Background

Education	Location	Degree	Dates

Other Certificates or Training:

Are you North Carolina Licensed? Yes No Another State? _____

Are you familiar with Christian textbooks such as Hillsdale, etc.? Yes No

If yes, explain:

Employment History

1. Employer/School:

Address: _____

Subjects/Grades Taught: _____

Dates Employed: _____

Reason for Leaving: _____

Name of Supervisor: _____

Phone: _____

Supervisor Email: _____

2. Employer/School:

Address: _____

Subjects/Grades Taught: _____

Dates Employed: _____

Reason for Leaving: _____

Name of Supervisor: _____

Phone: _____

Supervisor Email: _____

3. Employer/School:

Address: _____

Subjects/Grades Taught: _____

Dates Employed: _____

Reason for Leaving: _____

Name of Supervisor: _____ Phone: _____

Supervisor Email: _____

ADDITIONAL INFORMATION

On a separate sheet of paper, please answer the following questions succinctly in paragraph form.

1. Share your Christian testimony.
2. Why do you want to teach in a Christian school?

Please send the following documents with your application:

- _____ Photocopies of all college transcripts.
- _____ Photocopies of State License and other Certificates (ACSI, AACSB, National Board, etc.)
- _____ Provide current resume

Personal Reference Information:

Please include one pastoral reference and at least two professional references. None of your three references should be a member of your family. Please inform your references that we may be contacting them by email and phone to request further information.

1. Name: _____ Phone: _____

_____ Email Address: _____

Years Acquainted: _____ How do you know this person: _____

2. Name: _____ Phone: _____

_____ Email Address: _____

Years Acquainted: _____ How do you know this person: _____

3. Name: _____ Phone: _____

_____ Email Address: _____

Years Acquainted: _____ How do you know this person: _____

APPLICATION AGREEMENT & SIGNATURE

I understand that Double Oak Christian Academy 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 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 Double Oak Christian Academy 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 references and my former employers to disclose to the school 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 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 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 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 if it could reflect adversely on the school or on me as a Christian role model.

Please provide the following information to complete the background check:

Social Security# ____/____/____ Date of Birth

____/____/____ Current Address:

City: _____ State: _____

Zip: _____

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.

Applicant's Name (Print Full Name):

____ Applicant's Signature:

____ Date:

Statement of Faith

Please read our statement of faith and indicate your agreement of support by signature. Double Oak Christian Academy is a ministry of South Oak Ridge Baptist Church. The basis of our ministry is drawn from the same Statement of Faith.

1. We believe the Bible to be the inspired, infallible, authoritative Word of God and inerrant in its original writings. (II Timothy 3:16-17, II Peter 1:21)
2. We believe there is one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His future return in power and glory to establish his kingdom. (Acts 1:11, Revelation 19:11)
4. We believe there is only one way to heaven, through a personal faith in Jesus Christ. Salvation is only by admitting one's sin, believing that Jesus died on the cross and rose again, and confessing Jesus as Savior and Lord. (John 3:16, Romans 5:8, John 14:6)
5. We believe in and practice the holy ordinance of water baptism, which signifies the believer's death, burial, and resurrection into new life with Christ Jesus, and the regular celebration of Holy Communion as commanded by our Lord. (Matthew 3:15-17)
6. We believe that God made man and woman in his image. (Genesis 1:26-27)
7. We believe that marriage is between one man and one woman. (Genesis 2:18-25)
8. We believe that all human life is sacred and created by God in His image. We are therefore called to defend, protect, and value all human life. (Psalm 139)
9. We believe that all believers are a part of the body of Christ and should live in unity with one another. (Ephesians 4:11-13, I Corinthians 12:12-27)
10. We believe in the imminent return of Christ. We believe in the resurrection of both the saved and the unsaved. Those that are saved into the resurrection of life and those that are unsaved into the resurrection of damnation. (Titus 2:13, 1 Thessalonians 4:15-18, Revelation 22:20).

Applicant's Name:

Applicant's Signature:

Date: _____

Please Mail To:

**South Oak Ridge Baptist Church
1336 Lone Hickory Road
Yadkinville, NC 27055**