

## APPLICATION CHECKLIST

|                  |                |                    |              |  |
|------------------|----------------|--------------------|--------------|--|
| CAMPUS CONTACTS: | Gabe Guven     | Principal          | Elementary   | <a href="mailto:gguven@vcs.net">gguven@vcs.net</a>         |
|                  | Brian Clemons  | Interim Principal  | Junior High  | <a href="mailto:bclemons@vcs.net">bclemons@vcs.net</a>     |
|                  | Lisa Samuelson | Asst. To Principal | High School  | <a href="mailto:lsamuelson@vcs.net">lsamuelson@vcs.net</a> |
| HR CONTACT:      | Diana Stieg    | Human Resources    | All Campuses | <a href="mailto:dstieg@vcs.net">dstieg@vcs.net</a>         |

Your interest in Valley Christian Schools is appreciated. We invite you to fill out this initial application and return it to our human resources office. If an opening occurs for which it appears you may qualify, we will request that you provide official transcripts from an accredited college or university. We may also contact your references. If we have continued interest in your candidacy, we will arrange for a personal interview.

We realize that the key to a successful school is its staff. We are grateful for those who are professionally qualified, who really love children, and who, by the pattern of their lives, serve as a Christian role model and a consecrated Christian, dedicated to the purpose and goals of the Christian school. Valley Christian Schools is an equal opportunity employer.

We look forward to receiving your initial application. Thank you for your interest in our school. Valley Christian Schools uses a six step application process evaluation method. Qualified candidates will be guided by human resources to complete each step as requested:

1. **Write an email to the relevant campus leader, sharing your personal mission and vision as it relates to Christian education. Do you feel qualified to serve as a Christian role model for our students and the community?** Send your response with a copy of the VCS resume form OR a copy of your existing resume if it includes:
  - i. Name, current address, phone numbers, email
  - ii. Professional experience with dates of employment
    1. Sequentially listed teaching experience that includes school name, grades/subjects, and dates
    2. If there are gaps in your resume, please include an explanation in your email, along with why you left the previous employers and if we could contact the employer as a reference
  - iii. Educational experience, names of degrees (majors and minors) earned with date earned, issuing institution, GPAs, in-progress degrees
  - iv. Teaching/administration certification
  - v. List any courses in Bible/Religious studies and Christian Philosophy of Education
2. Complete **Part I of the application** and email it to Human Resources ([dstieg@vcs.net](mailto:dstieg@vcs.net)) and your campus contact
  - a. Send a copy of your **transcripts (unofficial or official)** along with Part I
3. **[HS or JH Openings only] Interview with a supervisor** or department head
4. **Complete Part II of the application** and email it to Human Resources ([dstieg@vcs.net](mailto:dstieg@vcs.net)) and your campus contact
  - a. Provide a sample teaching lesson, either on video or in person
  - b. VCS will contact your professional and personal references
5. **Interview with the principal of the campus**
  - a. Also meet with a VCS team member to review technical knowledge and aptitude
6. **Interview with the superintendent and meeting with Human Resources**
  - a. Additional information, such as official transcripts, background checks, and fingerprinting, will be required before a final offer