



FIRST BAPTIST CHURCH MT. JULIET | MT. JULIET CHRISTIAN ACADEMY

735 N. Mt. Juliet Road Mt. Juliet, Tennessee 37122 615-758-2427 615-758-3662 (fax)

AN ACCREDITED CHRISTIAN SCHOOL

Pre-K – 12th

ADMINISTRATOR/DIRECTOR APPLICATION

You are applying for an administrative/director position at First Baptist Church Mt. Juliet. To represent our church in employment at the academy and to the community you must be, or become, a member of First Baptist Mt. Juliet.

Date of Application _____

CONTACT INFORMATION

Full Name _____ Social Security # _____
Last First M.

Current address _____
Number & Street City & State Zip Code

Daytime Phone _____ Evening Phone _____

Email address _____ Fax number _____

POSITION INFORMATION

Position desired _____ Full Time ___ Part Time ___ Either ___

- On what date would you be available to start work? _____
- Are you currently employed? _____ Yes _____ No
- If yes, may we contact your employer? _____ Yes _____ No
- What is your present position? _____ Annual Salary? _____
- What salary would you expect? _____
- Why do you wish to work at MJCA? _____

Area Preference Pre-K 3 – K5
 Elementary (Grades 1-5)
 Middle School (Grades 6-8)
 High School (Grades 9-12)

Check the following middle/high school subjects which you are prepared to teach or in which you have interest and ability (if any):

- | | | |
|---|---|--------------------------------------|
| <input type="checkbox"/> Art | <input type="checkbox"/> Drama | <input type="checkbox"/> Speech |
| <input type="checkbox"/> Bible | <input type="checkbox"/> Instrumental Music | <input type="checkbox"/> Vocal Music |
| <input type="checkbox"/> Coaching | <input type="checkbox"/> Journalism | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Creative Writing | <input type="checkbox"/> Reading Skills | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Computer Science | <input type="checkbox"/> Spanish | |

PROFESSIONAL QUALIFICATIONS

Please attach photocopies of all your college transcripts.

Name of High School: _____ Location: _____

College, University or Professional School

Institution	Location	Dates Attended	Major/Minor	Degree	Cum. GPA

Total graduate credits (beyond BA/BS degree): Semester Credits _____

Teaching credentials held: (Please attach photocopies of valid teaching certificates or credentials)

Type	State	Date Expired	Subject

Total years of full-time administrative experience: Public _____ Christian _____ Other _____

Do you hold a current ACSI administrative certification? Yes _____ No _____

What level? _____ Date of expiration _____

Sequentially list your teaching/job-related employment experience, beginning with the most recent (do not list student teaching): If you need additional space, please continue on a separate sheet of paper.

School	Location	Grade	Subject	From Date	To Date

Please list any professional organization memberships, or other special mentoring, professional conference speaking and/or leadership experiences:

Description	Location	Date

Describe your background and use of technology:

PERSONAL INFORMATION

- Have you ever filed an application with us before? ___ Yes ___ No
- Have you ever had a teaching certificate suspended or revoked or have you been placed on probation by the certifying agency? ___ Yes ___ No
If yes, where and when? _____
- Have you ever been suspended without pay, or dismissed from employment or resigned while an investigation was in progress for possible disciplinary action? ___ Yes ___ No
If yes, where and when? _____
- Have you ever been convicted of, had adjudication withheld in, pled nolo contendere (no contest) to, or entered a pre-trial intervention program for a misdemeanor or felony criminal charge, or are there currently any criminal charges pending against you? ___ Yes ___ No
If yes, please explain on a separate sheet and attach to this application.

CHRISTIAN BACKGROUND

- **In your own handwriting on a separate sheet of paper briefly give your Christian testimony.**
- Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, conduct and truth?

___ Yes ___ No Signature: _____

- Please carefully read the Statement of Faith and indicate your support. (Page 6)

___ I fully support the Statement as written without reservations.

Signature: _____

- Please carefully read the attached Job Description. (Page 7&8)

___ I fully understand the Job Description as written without reservations.

Signature: _____

- Name and address of church you attend: _____

- Are you a member? ___ Yes ___ No Number of years? ___

Pastor's Name _____

- What church activities and/or service are you involved in and with what degree of regularity?

LETTERS OF REFERENCE

List or submit at least three letters of reference from persons that are qualified to speak of your spiritual and professional qualifications. Do not list family members or relatives as references. **Indicate (P) for professional or (S) for spiritual reference.**

Name	Complete Address	Phone (w/ Area Code)	P/S

DECLARATIONS

Indicate your response to each question by marking the appropriate box.	Yes	No
Do you believe that you've been called by God to be an administrator/director in a Christian School?		
Can you perform the essential functions of the job for which you are applying with or without reasonable accommodations?		
In the event of an offer for employment would you be willing to coach a sport or become involved in an extra-curricular activity with students?		
In the event of an offer to be a teacher at MJCA would you be willing to submit to a background check and drug test?		

SEXUAL MISCONDUCT/CHILD ABUSE STATEMENT

To properly protect our children, all those serving in ministry capacities involving children/youth should provide the following information. Please sign and date your response. All responses are confidential.

During your lifetime, have you ever been accused of child molestation, abuse, assault, lewdness, or sex offenses of any nature? ___ Yes ___ No

If yes, please explain the nature of the accusation, charge or conviction.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's name (please print): _____

Applicant's signature: _____

Date: _____

OTHER EXPERIENCES

Please list other experiences that you feel strengthens your application. Begin with the most recent experience and proceed in reverse chronological order. Include any technology and/or computer experience/skills.

RECOGNITIONS

Please list honors or areas of achievement.

PERSONAL INTERESTS

On the next page, please list any areas of school life (e.g., art, music, athletics, cheerleading, drama, journalism, etc.) in which you have a personal interest. Indicate also the amount of experience you have in these areas.

MT. JULIET CHRISTIAN ACADEMY

STATEMENT OF FAITH

- A. The Bible. We believe the Bible to be inspired and the only infallible, authoritative, inerrant Word of God and the sole basis for faith and practice (2 Timothy 3:15; 2 Peter 1:21).
- B. The Trinity. 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).
- C. Jesus Christ. We believe in the deity of Christ (John 1:1; John 10:30), the humanity of Jesus Christ (Hebrews 2:17), 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 vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 20:1-31; 1 Corinthians 15:4), His Ascension to the right hand of the Father (Mark 16:19), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- D. Salvation. We believe (1) in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, (2) that people are justified on the single ground of faith in the shed blood of Christ, and (3) that only by God's grace and through faith in Jesus Christ alone are we saved (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5).
- E. Resurrection. 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 (John 5:28-29).
- F. Unity of Believers. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- G. The Holy Spirit. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20, Ephesians 4:30; Ephesians 5:18).
- H. Sex and Marriage.

(1) We believe that God wonderfully and immutably creates each person as male or female and that these two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Consequently, the rejection of one's biological sex is a rejection of the image of God within that person.

(2) We believe the term "marriage" has only one meaning, which is marriage sanctioned by God that joins one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-24, Ephesians 5:31). We believe God intends sexual intimacy to only occur between a man and a woman who are married to each other and that God has commanded there is to be no intimate sexual activity engaged in outside of a marriage relationship between a man and a woman. We believe that any form of sexual immorality, such as adultery, fornication, homosexuality, bisexual conduct, bestiality, incest, pornography, or any attempt to change one's sex, or disagreement with one's biological sex, is sinful and offensive to God (1 Corinthians 6:9-20; 1 Corinthians 7:1-5; Ephesians 5:3; Hebrews 13:4).

- I. Availability of Redemption. We believe God offers redemption and restoration to all who confess and forsake their sin and seek His mercy and forgiveness through Jesus Christ (2 Corinthians 5:18-19; Ephesians 1:7; Colossians 1:20-22).
- J. Sanctity of Life. We believe that all human life is sacred and created by God in His image (Psalm 139). 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.
- K. Baptism & the Lord's Supper. Christian baptism is the immersion of a believer in water. It is an act of obedience symbolizing the believer's faith in a crucified, buried, and risen Savior, the believer's death to sin, the burial of the old life, and the resurrection to walk in newness of life in Christ Jesus. The Lord's Supper is a symbolic act of obedience whereby members memorialize the death of the Redeemer and anticipate His second coming.
- L. Evangelism & Missions. It is the duty and privilege of every follower of Christ and every church of the Lord Jesus Christ to endeavor to make disciples of all nations...to seek constantly to win the lost to Christ by verbal witness undergirded by a Christian lifestyle, and by other methods in harmony with the gospel of Christ.
- M. Stewardship. God is the source of all blessings, temporal and spiritual; all that we have and are we owe to Him. Christians have a spiritual debtorship to the whole world, a holy trusteeship in the gospel, and a binding stewardship in their possessions. They are therefore under obligation to serve Him with their time, talents, and material possessions.
- N. The Christian & the Social Order. All Christians are under obligation to seek to make the will of Christ supreme in our own lives and in human society... in the spirit of Christ, Christians should oppose racism, every form of greed, selfishness, and vice, and all forms of sexual immorality, including adultery, homosexuality, and pornography. We should work to provide for the orphaned, the needy, the abused, the aged, the helpless, and the sick. We should speak on behalf of the unborn and contend for the sanctity of all human life from conception to natural death.

Final Authority for Matters of Faith and Conduct:

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. The Baptist Faith and Message 2000 is MJCA's final interpretive authority on the Bible's meaning and application.

Nondiscrimination Statement

Employment at Mt. Juliet Christian Academy (MJCA) is open to qualified individuals who are Christians of good character, without regard or reference to race, sex (gender), national or ethnic origin, color, age, or disability. MJCA is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with MJCA's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's declaration and agreement to ethical and moral integrity.

MT. JULIET CHRISTIAN ACADEMY

JOB DESCRIPTION

JOB TITLE: Administration **REPORTS TO:** Superintendent of School

PRIMARY PURPOSE: Provide leadership to ensure high standards of instructional service. Direct the implementation of policies and instructional programs and manage the operation of all campus activities in grades PK-5 or 6-12.

QUALIFICATIONS:

- Must be a Christian with a sound understanding of the Bible and of Christian education
- Minimum of three years of successful experience as a classroom teacher
- Three years of experience in instructional leadership roles
- Working knowledge of curriculum and instruction
- Ability to evaluate instructional programs and teaching effectiveness
- Strong communication, public relations, and interpersonal skills
- Ability to manage curriculum budget

MAJOR RESPONSIBILITIES AND DUTIES:

Instructional Management

- Monitor instructional and managerial processes to ensure that program activities are related to biblical outcomes and use these findings for corrective action and improvement, as well as for recognition of success
- Work with staff to plan, implement, and evaluate a Christian curriculum on a systematic basis; include students and community representatives (when appropriate)

School/Organizational Climate

- Provide instructional resources and materials to support teaching staff in accomplishing instructional goals
- Foster collegiality and team building among staff; encourage their active involvement in the decision process
- Provide for two-way communication with Superintendent, staff, students, parents and community
- Communicate and promote expectation for high-level performance from staff and students; recognize excellence and achievement
- Facilitate effective and timely resolution of conflicts
- Conduct regular meetings with the staff as necessary for the proper functioning of the school

School or Organizational Improvement

- Determine and build common vision with staff for school improvement; direct planning activities and implement programs collaboratively with staff to ensure attainment of School's mission
- Identify, analyze, and apply research findings in education in general and in Christian education to facilitate school improvement
- Assist in revising faculty and student handbooks of practices and procedures annually

Personnel Management

- Make recommendations relative to personnel placement, transfer, retention, promotion, and dismissal
- Interview and recommend prospective teachers for hiring
- Define expectations for staff performance regarding instructional strategies, classroom management and communication with the public
- Observe employee performance, record observations, and conduct evaluation conferences with all staff

Administration and Fiscal/Facilities Management

- Comply with private school policies, as well as state and federal laws and regulations affecting the school
- Develop budgets based upon documented program needs, estimated enrollment, personnel and other fiscal needs; implement programs within budget limits; maintain fiscal control; accurately report fiscal information
- Work closely with the Development Director to ensure consistency and in fundraising policies
- Monitor maintenance of facilities to ensure clean, orderly, and safe campus

School or Community Relations

- Articulate the school's mission to the community and solicit its support in realizing the mission
- Demonstrate awareness of school/community needs and initiate activities to meet those identified needs
- Use appropriate and effective techniques for community and parent involvement

AUTHORIZATION CONSENT TO CONDUCT BACKGROUND INVESTIGATION

I hereby authorize First Baptist Church Mt. Juliet/Mt. Juliet Christian Academy and Investigative Consultant Services Corporation to conduct an appropriate background investigation including, but not limited to, personal interviews for determination of my eligibility to occupy a position of trust. I authorize all persons who may have information relevant to this background investigation to disclose it to Investigative Consultant Services Corporation, or its agents, and I release all persons from liability on account of such disclosure. I hereby further authorize that a photocopy of this authorization may be considered as valid as an original.

I also authorize any person, organization or agency having knowledge of my conduct or activities, or any past or present employer, or any Retail Merchants Association, Bank, Financial Institution or any other Credit Extending Organization, or any Dean, Registrar, Principal, Counselor, Instructor or other authorized person at a School (University, College, High School, Trade School, or other), or any doctor, hospital, clinic or sanatorium, or any Department or Agency of a City, County, or State Government, or of the Federal Government to release all information to Investigative Consultant Services Corporation and it's agents for background investigation purpose.

I release First Baptist Church Mt. Juliet, Mt. Juliet Christian Academy and Investigative Consultant Services Corporation and its agents from all liability resulting from the collection, use or disclosure of the information obtained during the above investigation.

I certify the information given is complete and true. I have read this release and consent, understood its terms, realize its significance and sign it voluntarily.

Applicant's Signature: _____ Date: _____

Social Security # _____ DOB _____ Driver's License # _____

Maiden Name _____

Current Address _____

List all addresses from the previous 5 years

Witness: _____ Date: _____

This information is voluntary. However, without this information, we will be unable to properly identify you in the event we find adverse information during the course of our background search.