



**TEACHER APPLICATION - Part I**  
**Shalom Christian Academy**

Your interest in **Shalom Christian Academy** is appreciated. We invite you to fill out this initial application and return it to our school office. Although not required, you may attach a resume. If an opening occurs for which you may qualify, we will arrange an interview.

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

We look forward to receiving your initial 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: \_\_\_\_\_

Position for which you are applying: \_\_\_\_\_

Application date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date available: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present Address \_\_\_\_\_

Email: \_\_\_\_\_

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

Best time to call you? \_\_\_\_\_ Soc. Sec. No. \_\_\_\_\_

How long have you lived at the above address? \_\_\_\_\_

Permanent Address and Phone number if different than present address

\_\_\_\_\_  
\_\_\_\_\_

**B. POSITION DESIRED**

Please indicate 1, 2, 3 choice in the parenthesis. Then to the right please indicate the grades or subjects in order of preference

( ) Kindergarten

( ) Elementary \_

( ) Middle School (6-8) \_\_\_\_\_

( ) High School \_\_\_\_\_

Full time \_\_\_\_\_ Part time \_\_\_\_\_ Substitute \_\_\_\_\_

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

\_\_\_\_\_

Special  
Abilities

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

\_\_\_\_\_

**C. CHRISTIAN BACKGROUND**

Statement  
of Faith

Please carefully read our [Statement of Faith](#) and indicate below your degree of support.

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Church  
Affiliation

Denominational preference? \_\_\_\_\_

What is your current local church affiliation? \_\_\_\_\_

Briefly describe one significant experience in your spiritual life.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**D. PROFESSIONAL QUALIFICATIONS**

**\* Please attach photocopies of all your postsecondary transcripts.**

Formal  
Training

What degree or degrees do you hold?

Degree                      Date Received                      Issuing Institution

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Your Major(s)

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Your Minor(s)

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Teaching  
Experience

Sequentially list your teaching experience with most recent first.

School's Name    Grades or Subjects    Dates

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Teaching  
Credentials

Do you have a state teaching certificate? \_\_\_\_\_ State? \_\_\_\_\_

What kind? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

Do you have an ACSI Teaching Certificate? \_\_\_\_\_

What level? \_\_\_\_\_ Remains valid for \_\_\_\_\_ years.

**E. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may make copies of this page or following the same format, use the reverse side.

1. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

2. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

3. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

4. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

5. Employer \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Supervisor's Name and Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_  
\_\_\_\_\_

**F. PERSONAL REFERENCES**

You will need to sign the **Reference Release Form** that is attached and return it with this application. Please do not list family members or relatives for references.

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

Name/Complete Address  
Position

Phone

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

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

Name/Complete Address

Phone

Position

School

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

Would you prefer that we not contact any of these references at this time? If so, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**AUTHORIZATION TO RELEASE REFERENCE INFORMATION**

I have made application for a position as a teacher with **Shalom Christian Academy**. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals which 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 all other matters related to my suitability for employment.

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 **Shalom 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 investigation or disclosure.

I waive the right to ever personally view any references given to **Shalom Christian Academy**.

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 carefully read and do understand the above statements.

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Applicant's Name (Print) Date

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Applicant's Signature

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Applicant's Social Security Number

SHALOM CHRISTIAN ACADEMY  
2024-2025 Teacher Salary Scale

I. SALARY SCALE FOR FULL-TIME EMPLOYEES

(See attached Salary Index) Base Salary is \$35,452.00

- A. Automatic increments will stop at level 12.
- B. Salary will be paid on a 12-month basis—semi-monthly. (First pay for each school year will be the next regular pay cycle after the first day of teacher in-service.)
- C. The salary is based on a 188-day contract with 180 teaching days and 8 days or the equivalent of in-service training, work sessions, parent conferences, and visitation.

II. PART-TIME TEACHERS

The salary scale and sick or personal days shall be pro-rated according to teaching time, with the following exception: Teachers working less than one-half time will receive no sick or personal day benefits. Their salary scale will be pro-rated based on the percentage time worked per week.

III. SUBSTITUTE TEACHERS

The salary rate for all substitute teachers shall be as follows:

- \$50.00 for half day.
- \$85.00 for full day.

IV. FRINGE BENEFITS

A. Annual Sick Leave

- 1. There will be an annual sick leave for teachers of ten days. One of the annual sick days allotted per year may be used for medical appointments or family emergencies.
- 2. In addition, there will be two days of personal leave.
- 3. The sick days are cumulative up to fifty days.
- 4. One of the personal leave days can be cumulative to the next year.
- 5. No more than three personal leave days can be taken in one year.
- 6. Personal leave days must be requested as far in advance as possible.
- 7. Personal leave days cannot be taken the day before a vacation begins and the day after it ends, except for emergencies.
- 8. Personal leave days cannot be taken during the first week of school and during the last week of school.
- 9. For any salaried employee working more than 188 days, their annual sick leave and personal leave will be pro-rated as per how many days they are employed.
- 10. Sick leave does not include doctors' appointments, hospital appointments for tests, etc. If a question arises as to whether the leave is personal or sick, the Administration will be the sole deciders.
- 11. A three-day bereavement leave is granted for the death of a parent or parent of a spouse. A five-day bereavement leave is granted for the death of a spouse or child.
- 12. Paid sick days may be used for maternity leave or other disability leaves. The employee must complete the Family Medical Leave Act (FMLA) form.
- 13. Maternity and other disability leaves are limited to 12 weeks.
- 14. If an employee is called upon to serve jury duty, the employee should notify his or her supervisor immediately. Employees will be provided the time off and be compensated with pay up to two days.

B. Medical Insurance

Medical insurance is provided by Capital Blue Cross, and Health Savings Account by F & M Trust and is available for full-time employees as defined by the insurance carrier at a cost of \$32 per pay. Uninsured spouses and eligible children may also receive coverage for a payment of \$189 per pay period for spouse and \$206 per pay period for family coverage. Employed spouse and children eligible to be covered by their employer will not be included in Shalom's plan unless spouse or child purchases their share of coverage.

C. Tuition Deduction

80% tuition deduction is provided for full-time staff.

D. Death Benefit

A \$15,000.00 per person group Death Benefit policy is provided to each full-time employee covered by the health insurance policy. The policy is optional to other full-time employees with one-half of the premium paid by the school, one-half by the individual teacher.

E. Credit Reimbursement for Future College Training

Shalom will pay full cost of tuition for college level courses taken by teachers, up to a two graduate credits per teacher, per school year. The second graduate course is contingent on budget funding.

F. Professional Meetings

The school may pay the fee for professional conventions annually, subject to Board approval.

G. The school reimburses for mileage involved in an approved educational trip at the rate of \$.40 per mile.

H. Shalom Christian Academy participates in the Federal Social Security program. Appropriate deductions are taken.

I. Certification Incentive

The school agrees to pay \$100.00 per year to any teacher maintaining current ACSI Certification. (Standard level or above)

J. Additional Financial Need Reimbursements

Faculty Financial Assistance

A committee reviews faculty requests for assistance to overcome any financial hardship throughout the school year.

K. Workmen's Compensation

Shalom Christian Academy adheres to the provisions of the Workers compensation law and provides Workers Compensation Insurance through Brotherhood Mutual for all employees for expenses because of bodily injury by accident or disease incurred during your employment at Shalom Christian Academy. The limit of this coverage is \$500,000.00 and subject to the terms of the written policy from the Eastern Alliance Insurance Company.



V. Benefit for Former Full-Time Employees

Upon request, a former full-time employee may receive a tuition discount of 2% times the total number of years of full-time employment at Shalom. The total discount for the tuition discount and SSP may not be greater than 40% at any time.

# SHALOM CHRISTIAN ACADEMY

## POSITION DESCRIPTION

### Teacher

#### GENERAL DESCRIPTION

Goal:	The teacher shall help students learn attitudes, skills, and subject matter that will contribute to their development as mature, effective and responsible Christians.
Overview:	The teacher shall fulfill duties as outlined below. Other qualifications may be added by the Board as deemed appropriate.
Contracted by:	School board upon recommendation of the administrator for one year.
Responsible to:	Administrator.
Supervises:	May supervise student teachers, aides, and volunteers.
Evaluation:	Teacher performance will be formally evaluated as outlined per teacher level by the supervising principal. First year teachers will be evaluated monthly September through February.

#### REQUIRED PERSONAL QUALITIES

##### The teacher shall:

1. Have received Jesus Christ as his/her personal Savior.
2. Believe that the Bible is God's Word and standard for faith and daily living.
3. Model spiritual disciplines.
4. Be in agreement with the school's Statement of Faith and Christian philosophy of education.
5. Be a Christian role model in attitude, speech and actions toward others.
6. Be a member in good standing at a church.
7. Have a desire to mentor students spiritually and academically as well as encourage development in personal leadership qualities.
8. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
9. Respectfully submit to constituted authority.
10. Shall notify the administration of any policy he/she is unable to support.
11. Refuse to inappropriately use or circulate confidential information.
12. Lead students to a deeper understanding of Christ and help them grow in their faith through Christian role modeling.

## **JOB DESCRIPTION - Essential Functions**

### **General Functions**

#### **The teacher shall:**

1. Attend and participate in the following:
  - a. Morning devotions
  - b. Evening programs if involving subject and grade area or as class advisor
  - c. Annual Teacher convention as scheduled.
  - d. Other meetings as assigned (faculty, mentor, curriculum, technology, committees)
2. Perform supervisory morning, lunch, detention and recess duty as assigned.
3. Supervise extracurricular activities, organizations, outings as assigned.
4. Serve as class advisor (high school).
5. Use acceptable English in written and oral communication. Speak with clear articulation.
6. Cooperate with the administration in implementing all policies, procedures, and directives governing the operation of the school.  
  
Represent the school in a favorable and professional manner to the school's constituency and the general public.
7. Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
8. Know the procedures for dealing with issues of an emergency nature.
9. Inform the administration in a timely manner if unable to fulfill any assigned duty.
10. Complete the Christian Philosophy of Education process within the second year of teaching and apply for ACSI certification.
11. Perform any other duties that may be assigned by the administration.

## **Functions Related to the Classroom**

### **The teacher shall:**

1. Teach subjects and classes as assigned using curriculum, supplementary materials, field trips, special guests, etc. to enhance them.
2. Complete paperwork including the following:
  - a. Progress reports (middle and high school)
  - b. Report cards
  - c. Grade records for permanent files (elementary)
  - d. Requisition forms to order materials and texts
  - e. Records of attendance
  - f. End of year debriefing forms
  - g. Administration of achievement tests and scoring when necessary with new students
  - H. Submit weekly lesson plans
3. Building/classroom cleaning and repair
  - a. Be responsible for daily and end-of-year cleaning of classroom area.
  - b. Assist in overall cleanliness of facilities
  - c. Promptly report repair needs to the maintenance supervisor
4. Plan parties at designated holidays (elementary).
5. Maintain proper classroom discipline, taking care of minor problems and referring major problems to the principal.
6. Be available to parents or students who wish to have a conference before or after school.
7. Prepare adequate information and materials for a substitute teacher.

## **Functions Related to Academics**

### **The teacher shall:**

1. Integrate biblical principles and the Christian philosophy of education throughout the curriculum and activities.
2. Implement long-term semester daily lesson plans.
3. Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students, challenging each to do his/her best work.
4. Use homework effectively for drill, review, enrichment or project work.
5. Assess the learning of students on a regular basis and provide progress reports as required.
6. Keep students, parents, and the administration adequately informed of progress or deficiencies and give sufficient notice of failure.

November 2011

## Physical Requirements to Fulfill the Essential Functions of this Position Teacher

To perform this job the individual must be able to carry out all essential functions satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job. Shalom Christian Academy employees must be able to perform the following essential functions of the job. Shalom Christian Academy employees must be able to perform the following essential functions:

WORKING ENVIRONMENT	OCCASIONAL	FREQUENT	DAILY
HEAT (90° F or more)	X		
GASES/FUMES/DUST	X		
NOISE			X
CLIMBING STAIRS			X
CRAWLING OR KNEELING		X	
STANDING			X
SITTING			X
WALKING			X
RUNNING	X		
BENDING			X
WRITING ON CHALKBOARD/ WHITEBOARD			X
PUSHING		X	
PULLING		X	
<b>MOVING HEAVY ITEMS</b>			
LIFTING/LOWERUNG: Up to 20 lbs.	X		
LIFTING OVER SHOULDER: Up to 20 lbs.	X		
CARRYING Up to 20 lbs.	X		

OTHER REQUIREMENTS	OCCASIONAL	FREQUENT	DAILY
ON-TIME ARRIVAL			X
ATTEND REQUIRED AFTER SCHOOL OBLIGATIONS (MEETINGS, FUNCTIONS, ETC.)	X		
SUMMON EMERGENCY HELP	X		
LEAD FIELD TRIPS	X		
PREPARE REPORT CARDS/PROGRESS REPORTS		X	
VISUAL ACUITY: Near		X	
VISUAL ACUITY: Far		X	
COLOR DISCRIMINATION		X	
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORD.			X
OUTDOOR DUTY	X		
COMMUNICATE VERBALLY AND MANUALLY IN ENGLISH SO CHILDREN, STAFF MEMBERS AND PARENTS ARE ABLE TO UNDERSTAND AND RESPOND			X
HANDLE ROUTINE STRESS ASSOCIATED WITH TEACHING			X
GRADE PAPERS AND REPORTS IN A TIMELY MANNER			X

OPERATE MACHINERY	OCCASIONAL	FREQUENT	DAILY
TELEPHONE		X	
COPIER		X	
COMPUTER			X
PRINTER		X	
OVERHEAD PROJECTOR		X	
AV EQUIPMENT		X	

## Christian Role Model for Teachers, Staff and Board

1. Your duties will involve those responsibilities related to this special ministry to which you have been called - the training of the child in the Christian Faith and practices. In a very real sense, therefore, the Board expects that you can verify that you feel a sure call from God to serve in this ministry, and that you will strive at all times to understand, appreciate, love and serve the pupils entrusted to you, and that you will, to the best of your ability, provide for their fullest spiritual, intellectual, physical, and emotional development.
2. The teacher affirms that, as part of the qualification for this ministry, he/she is a "Born-Again" Christian who knows the Lord Jesus Christ as Savior and Lord.
3. As a servant of Jesus Christ, you will actively support and attend a local, Bible-believing, Christ-honoring Church that does not oppose the statement of Faith of Shalom Christian Academy.
4. The teacher willingly and supportively honors and follows the leadership of the school administration and board. This includes being prompt and timely with assignments, being faithful about all required attendance and work hour obligations, and accepting a proportionate amount of supervisory responsibility outside of the regular classroom assignments.
5. The teacher agrees to be supportive of all school rules and abide by them willingly and enforce and support those rules among the student body at all times.
6. The teacher will support by teaching as well as a living example the highest Christian virtues and personal character, serving as a Christian role model (I Tim. 4:12) both in and out of school to pupils (Luke 6:40), parents, and fellow faculty members alike.

This includes, on a professional level, demonstrating these Christian virtues in areas of fair judgment, personal dignity and respect, and Christ-like attitudes and action. On the personal level this includes, but is not limited to, a lifestyle that includes modesty in dress, holiness in non school activities, and refraining from such activities as the inappropriate use of alcohol, or possession of tobacco or illicit drugs, participating in any occult activity and the use of vulgar or profane language (Col. 3:17; Eph 4:29; Titus 2:7-8; I Thess. 2:10; 2 Cor 11:13-15; I Thess. 5:18, 22-23; James 3:17-18).

7. The Scripture dictates standards of sexual behavior. Any illicit promiscuity - in or out of school, homosexuality, or other deviant sexual behavior is sin and as such violates the occupational requirement of being a Christian role model (Romans 12:1-2; I Cor 6:9-20; Eph 4:1-11, 5:3-5)
8. The teacher is an example of God's high standard for marriages, families, and child rearing. He/she agrees to follow the Biblical commands to show kindness, compassion, love, and faithfulness to spouses and children. He/she further agrees to abide by Shalom's policy regarding marriage, divorce and remarriages. In summary, the teacher understands that the wholesomeness, or lack thereof, of his/her own family relationships is a direct reflection on that teacher's effectiveness as a Christian role model.
9. The teacher agrees that the Bible commands that we are to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical teachings in I Cor. 6:1-8, Matt 5:23-24, and Matt 18: 15-20. This command includes all relationships among the staff, between staff and students, and between staff and parents, as well as our relationships within the community outside of Shalom.

# Salary Index

## EDUCATIONAL PREPARATION

		aHS	BA	BA + 15	MA	MA + 30	Ph.D
Y	0	0.9200	1.0000	1.0250	1.0500	1.0750	1.1000
E	1	0.9475	1.0275	1.0525	1.0775	1.1025	1.1275
A	2	0.9750	1.0550	1.0800	1.1050	1.1300	1.1550
R	3	1.0025	1.0825	1.1075	1.1325	1.1575	1.1825
S	4	1.0300	1.1100	1.1350	1.1600	1.1850	1.2100
o	5	1.0575	1.1375	1.1625	1.1875	1.2125	1.2375
f	6	1.0850	1.1650	1.1900	1.2150	1.2400	1.2650
E	7	1.1125	1.1925	1.2175	1.2425	1.2675	1.2925
X	8	1.1400	1.2200	1.2450	1.2700	1.2950	1.3200
P	9	1.1675	1.2475	1.2725	1.2975	1.3225	1.3475
E	10	1.1950	1.2925	1.3175	1.3425	1.3675	1.3925
R	11	1.2225	1.3375	1.3625	1.3875	1.4125	1.4375
I	12	1.2500	1.3825	1.4075	1.4325	1.4575	1.4825
N	13	1.2500	1.4275	1.4525	1.4775	1.5025	1.5275
C	14	1.2500	1.4725	1.4975	1.5225	1.5475	1.5725
E	15	1.2500	1.4725	1.4975	1.5675	1.5925	1.6175

Year of Increase	5	10	10	10	10	10
Maximum Step	12	14	14	15	15	15
Low Increment	0.0275	0.0275	0.0275	0.0275	0.0275	0.0275
High Increment	0.0275	0.045	0.045	0.045	0.045	0.045
Educational Increment		0	0.025	0.05	0.075	0.1
Maximum Teacher Step	12					

NOTE: Faculty salaries stop at step 12. Administrator salaries go to step 15.