



Application for Employment

General Information

Name: _____
(Last) (First) (Middle) (Nickname)

Gender: Male Female **Date of Birth:** ____/____/____
(Month) (Day) (Year)

Physical Address: _____
(Number & Street) City State ZIP

Mailing Address: _____
(Number & Street) City State ZIP

Email Address: _____

Primary Phone: _____ **Alternative Phone:** _____

Employment Desired

Please indicate the position that you are interested in or apply for by checking the boxes below. Also, please indicate the grades or subjects of interest, if applicable.

Teacher Teacher's Assistant Secretary Substitute Personnel After-School Care

PK-3 PK-4 K 1st 2nd 3rd 4th 5th 6th 7th 8th P.E.

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

Ministerial Information

A requirement for employment is that you are a Christian of good character and a member of a Christian church.

Identify your denominational preference: _____

Identify your local church affiliation: _____

Are you presently a member in good standing? Yes No Membership Date: _____

Describe your salvation experience in a brief testimony: _____

What is your routine of personal Bible study and prayer? _____

In what church activities are you involved and with what degree of regularity (Sunday School, children's ministry, etc.)? _____

All school staff, regardless of position, have a responsibility to minister, teach, and communicate the religious beliefs of the school, and by extension, the church. We live in a pluralistic society with many conflicting beliefs and values. As a staff member, you may be asked specific questions about controversial issues by the students. Your answers will come from your personal convictions. We need to know the views of those that would be Christian role models for our students. Please share your personal convictions as a Christian towards the following:

Marijuana and non-prescription drug use: _____

Pre-marital sexual relations, cohabitation, polygamous activities, and divorce: _____

Homosexuality, bisexuality, and transgenderism: _____

Abortion: _____

To be employed with the school, you must agree with the school's Statement of Faith and its Affirmations of Faith and Practice, and agree to not act, advocate, or promote a position in opposition thereto, which are stated below:

Statement of Faith

We believe that there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit. We believe that God is totally sovereign, holy, righteous, and just. We believe that all mankind has sinned against God, and as a result of our sin, we are alienated from God and condemned to experience God’s wrath eternally in hell, apart from God’s own gracious intervention. We believe that salvation is wholly by God’s grace through faith in Jesus, who is both truly God and truly man. We believe that Jesus was conceived by the Holy Spirit and born to the virgin Mary. We believe that Jesus was without sin and led a sinless life. We believe that Jesus was crucified, he died as a substitute for sinners, a sacrifice for sin, and as a propitiation of the wrath of God towards sinners, and he was buried. We believe that Jesus was resurrected from the dead and has ascended into heaven, where he sits at the right hand of the Father. We believe that the Lord Jesus Christ will come again to judge the living and the dead. We believe that anyone who repents and believes in Jesus shall be saved from God’s wrath and declared righteous, and sealed with the Holy Spirit until Christ’s second coming.

Affirmations of Faith and Practice

(A) Scripture, the revealed written Word of God, is without error in all that it affirms. As the truth of God, it is the final authority in matters of faith and practice. Consequently, Scripture is an indispensable tool of scholarship for integrating the Christian faith with all academic disciplines. (B) Scripture provides the foundation to guide one’s behavior and to evaluate the behavior of others. The school seeks to develop policies and practices that reflect a biblical worldview and patterns of behavior consistent with God’s design for human flourishing. (C) God created all things in six literal days and that the creation of human beings was a special creative act of God. The school does not teach naturalistic or theistic evolution to be the mechanism by which God ordered His creation. (D) God wonderfully and immutably created each person in His image as one of two genders (or sexes), male and female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one’s biological gender is a rejection of the image of God within that person. While different in some roles, males and females are equal in dignity as bearers of God’s image. Headship, and all authority, is to be modeled on Christ’s sacrificial service for the Church. We are to refer to God as we are taught in Scripture. Jesus was himself a male, and he teaches us to refer to God as “our Father.” (E) The Biblical standard for expressing sexual behavior is heterosexual, monogamous marriage. Marriage has only one meaning and that is marriage sanctioned by God which joins one man and one woman in a single, exclusive union, as delineated in Scripture. Scripture explicitly rules out pre-marital, extra-marital, polyamorous, and homosexual sexual activity. Any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, polyamorous conduct, bestiality, incest, pornography, and attempting to change one’s biological sex or otherwise acting upon any disagreement with one’s biological sex) or advocacy of sexual immorality, is sinful and is therefore offensive to God. While Christians must exhibit compassion to those whose sexual behavior the Bible describes as sinful, they are not to support any public policy or view that legitimizes such sinful behavior as an appropriate lifestyle. God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (F) All human life is created by God in His image, and is therefore 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. Therefore, all human life should be valued. (G) Each person is made in God’s image, is equal in God’s sight, and therefore must be esteemed equal by all mankind. Hence slavery and wrongful discrimination is not compatible with a biblical worldview. (H) Every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed towards any individual are to be repudiated and are not in accord with Scripture nor the policy of this school. Christians are to exhibit compassion informed by a conscience in whether there is Biblical concern for the economically, socially, and politically disadvantaged (e.g. the poor, widows, orphans, and aliens). Strategies for expressing this concern should emphasize personal responsibility. (I) Diversity and unity are both manifested in God’s person and His creation. Cultural and ethnic distinctions that properly reflect such diversity and unity are deserving of respect. The truth of Christ, which transcends such distinctions, is the standard for judging all cultural and ethnic expressions and values. Believers of all races and cultures enjoy unity in Christ, which enhances their personal and ethnic identity.

Educational/Certification Information

What degree(s) do you hold?

Degree	Date Received	GPA	Issuing Institution

Please submit all college/university transcripts

Do you currently have a valid Louisiana professional teaching certificate? Yes No

If you’re certified, which certificate level/type? Level 1 Level 2 Level 3 C B A

Certificate area: Early Childhood (PK3-K) Elementary Grades (1-4; 1-5; 1-6; 1-8)
 Middle Grades (4-8; 5-8) Secondary Grades (6-12; 7-12)
 Special Education (1-12) All-Level Area: _____

Do you have add-ons/endorsements? Yes No

If yes, please identify such: _____

If you’re not certified, do you currently have a valid Louisiana practitioner license? Yes No

Please submit all certificates and licenses

Work Experience

Sequentially list your work experience with other educational institutions with the most recent being listed first.

Institution #1: _____ Full-Time Part-Time

Dates of Employment: _____ Position: _____

Grade level(s)/subjects taught: _____

Supervisor's Name: _____

Phone Number: _____ Email: _____

Reason(s) for leaving: _____

Institution #2: _____ Full-Time Part-Time

Dates of Employment: _____ Position: _____

Grade level(s)/subjects taught: _____

Supervisor's Name: _____

Phone Number: _____ Email: _____

Reason(s) for leaving: _____

Institution #3: _____ Full-Time Part-Time

Dates of Employment: _____ Position: _____

Grade level(s)/subjects taught: _____

Supervisor's Name: _____

Phone Number: _____ Email: _____

Reason(s) for leaving: _____

Institution #4: _____ Full-Time Part-Time

Dates of Employment: _____ Position: _____

Grade level(s)/subjects taught: _____

Supervisor's Name: _____

Phone Number: _____ Email: _____

Reason(s) for leaving: _____

****Please attach a copy of your resumes****

References

Give three references who are qualified to speak of your Christian faith and lifestyle. **List your current pastor first.**

Name & Complete Address	Phone	Relationship	Email Address
1. _____			
2. _____			
3. _____			

Give 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	Email Address
1. _____			
2. _____			
3. _____			

Conduct Background

If you answer “Yes” to any of the following questions, please provide an explanation indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. Provide an additional sheet if necessary.

Yes No Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer or offered a resignation by your previous employer?

If yes, explain: _____

Yes No Have you ever been reprimanded, disciplined, discharged, or asked to resign from a prior position?

If yes, explain: _____

Yes No Have you ever resigned from a prior position without being asked, but under circumstances involving your employer’s investigation of sexual harassment or contact with another person, of mishandling of funds, or of criminal conduct?

If yes, explain: _____

Yes No Have you ever been charged in civil or criminal proceedings with improprieties regarding children?

If yes, explain: _____

Yes No Have you ever been convicted of, plead guilty to, or plead nolo contendere (“no contest”) to any criminal offense involving dishonesty, breach of trust, stealing, any type of moral impropriety, or any other type of felony or misdemeanor, other than minor traffic offenses, in any court, whether federal, state, municipal, or otherwise?

If yes, explain: _____

Yes No Has any court, whether federal, state, municipal, or otherwise, ever deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program for any crime other than minor traffic offenses?

If yes, explain: _____

Yes No Have you ever been convicted of any criminal offense in a country outside the jurisdiction of the United States?

If yes, explain: _____

Yes No As of the date of this authorization, do you have any pending criminal charges against you?

If yes, explain: _____

Yes No Were you dishonorably discharged from the military?

If yes, explain: _____

Yes No Will you be able to verify that you are legally permitted to be employed in the United States if you were offered a position?

If yes, explain: _____

To be considered for employment, the applicant must grant permission for the school to have access to any and all reference, background, and previous employment information and to receive copies of any such documentation from a current or previous employer. Additionally, all prospective employees shall provide authorization for the disclosure of any information regarding past criminal activities, including arrests, convictions, having pled nolo contendere, or other dispositions, including dismissal of convictions, of any criminal offense, in accordance with La. Rev. Stat. Ann. §15:587. Accordingly, please execute the attached authorization for the release of information and the authorization for background check.

If the applicant is extended an offer of employment with the school, the applicant shall have his/her fingerprints taken by a qualified individual and submitted to the proper authorities for processing and for a criminal history review.

Job Duties

The job description and essential functions for the position sought are detailed in the accompanying document. Is there any reason why you might be unable to perform the duties and responsibilities of the position sought? Yes No

If yes, please explain: _____

Certification

The school does not discriminate on the basis of race, color, national origin, gender, age, disability, or veteran status in employment. However, as a religious educational ministry, the school is permitted to discriminate on the basis of religion. All prospective and current employees must be at least 21 years of age, Christians of good character, members of a Christian church, and agree with the school's Statement of Faith and its Affirmations of Faith and Practice, and agree to not act, advocate, or promote a position in opposition thereto.

I understand and agree with the school's Statement of Faith and its Affirmations of Faith and Practice stated above and agree to not act, advocate, or promote a position in opposition thereto, whether on or off duty, if offered employment with the school.

I certify that the facts set forth in this initial application are true, correct, and complete to the best of my knowledge, information, and belief. I understand that the discovery of falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate termination regardless of the time elapsed before discovery.

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: _____ **Date:** _____

<u>School Board Use Only:</u>	
Application Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Board President's Signature:	_____ Date: _____



AUTHORIZATION FOR THE RELEASE OF INFORMATION

Name: _____ **Date of Birth:** _____/_____/_____
(Last) (First) (Middle Initial) (Month) (Day) (Year)

I have made application for a position with Alpine Christian School, a ministry of Alpine First Baptist Church. 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. I waive the right to ever personally view any references given to the school.

Additionally, I hereby release Alpine Christian School, Alpine First Baptist Church, 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 agree that a photocopy, facsimile copy, or electronic copy of this document and any signatures 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.

Signature: _____ **Date:** _____



AUTHORIZATION AND DISCLOSURE FOR BACKGROUND CHECK

I hereby authorize, without reservation, the obtaining of “consumer reports” or “investigative consumer reports” by Alpine Christian School, a ministry of Alpine First Baptist Church (“hereinafter referred to as “the School”), 7215 Shreveport Highway, Pineville, Louisiana 71360, at any time after receipt of this authorization and throughout my employment or volunteer service, if applicable. I further authorize and request, without reservation, any present or former employer, school, police department, state or federal agency, financial institution, division of motor vehicles, consumer reporting agencies, or other persons or agencies having knowledge about me to furnish the School with any and all background information in their possession regarding me, so that my employment qualifications may be evaluated and/or reassessed. I also agree that a fax, electronic scan, or photocopy of this authorization with my signature should have the same authority as the original.

By signing below, I certify that (1) I have read and fully understand this disclosure and authorization; (2) all of the information I am providing is true, complete, correct, and accurate to the best of my knowledge, information, and belief; and (3) I have received the attached Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.).

The following is information required in order for the School to obtain a complete consumer report. This information will be used for background screening purposes only

Full Legal Name: _____
 Social Security No.: _____
 Birthdate: _____
 Driver’s License No.: _____ Issuing State: _____
 Residential Address: _____
 Mailing Address: _____
 Former Names (e.g., maiden names, other married names, AKAs, etc.):

Please list all counties/parishes and state you have lived in since the age of 18:

County/Parish	State	Name Used Therein	Date From	Date To

In connection with your application for employment or volunteer service with the School (including any independent contract for services) or when deciding whether to modify or continue your ongoing employment (if hired) or volunteer service, the School may obtain a “consumer report” and/or an “investigative consumer report” on you from a consumer reporting agency, or from any third party, in strict compliance with both state and federal law. A consumer report is a communication of information by a consumer reporting agency bearing on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used for purposes of serving as a factor in establishing your current and/or continuing eligibility for employment purposes. An investigative consumer report is a report obtained through personal interviews with individuals who may have knowledge of your character, general reputation, personal characteristics, or mode or living. The consumer reports or investigative consumer reports may contain information regarding your credit history (if applicable to position), criminal record, driving history record, education records, previous employment history, social security traces, military records, professional licensure records, drug testing, governmental records, and other types of background information. You further understand that these reports may contain information concerning the reasons for termination of past employment. You are hereby notified that you have the right to make a timely request for the nature and scope of any investigative consumer report. You are further notified that, prior to being denied employment based in whole or in part on information obtained in the consumer report, you will be provided a copy of the report, the name, address, and telephone number of the consumer reporting agency and a description in writing of your rights under the Fair Credit Reporting Act. Inquiries should be directed to Alpine Christian School, 7215 Shreveport Highway, Pineville, Louisiana 71360.

Signature: _____

Date: _____

Job Description for Teacher

Summary: Christian teachers are more than just educators; they consider the life and work of Jesus Christ as they pour into each and every student. Our diverse and highly qualified teachers and staff are dedicated to developing strong, considerate, moral, and educated students.

Employment Terms: The teacher shall be employed under the following terms: Work year of August 1 to May 31, the compensation for which shall be equally divided across August 1 to July 31; Salary, benefits, and leave time are approved by the School Board; Conditions of employment established by policies, rules, and procedures established by the School Board.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities: Include the following:

Ministerial Role – Substantial and Essential Religious Nature of Position

- The teacher ministers, teaches, and communicates the religious beliefs of Alpine First Baptist Church to the students.
- The teacher agrees with the school's statement of faith and its affirmations of faith and practice.

Planning and Preparation - Setting Instructional Outcomes

- The teacher values, sequences and aligns curriculum enabling students to build their understanding of important ideas from concept to concept.
- The teacher designs and structures lessons so that learner outcomes are at an appropriate cognitive level.
- The teacher writes and plans multi-disciplinary outcomes for student learning, not student activity.
- The teacher differentiates outcomes and instruction for students of varied abilities.
- The teacher creates and/or uses a variety of assessment tools that are curriculum-aligned and challenging.

The Classroom Environment - Managing Classroom Procedures

- The teacher helps students to develop skills to work purposefully and cooperatively in groups.
- The teacher facilitates lessons that engage students in different types of activities-large groups, small groups and independent work.
- The teacher ensures smooth functioning of all routines and maximizes instructional time.

Instruction - Questioning and Discussion Techniques

- The teacher develops and presents questions that cause students to think and reflect; resulting in a deeper understanding of the topic.
- The teacher promotes learning through discussion.
- The teacher uses a range of techniques to ensure that all students contribute to the discussion and enlists the assistance of students to ensure this outcome.

Instruction - Engaging Students in Learning

- The teacher facilitates activities and assignments that promote learning and are aligned with the goals of the lesson.
- The teacher groups students for instruction in a variety of ways using factors such as similar backgrounds, ability levels, as well as random groupings.
- The teacher selects instructional materials suited to engaging students in understanding and learning at a deeper level.
- The teacher delivers lessons that are appropriately structured and paced.

Instruction - Using Assessment in Instruction

- The teacher aligns assessment to the curriculum.
- The teacher informs students of the criteria for assessment.
- The teacher monitors student learning using a variety of techniques.
- The teacher provides valuable feedback in a timely, constructive and substantive manner.
- The teacher promotes student self-assessment and student self-monitoring of their progress.
- In addition, other elements of performance relative to established value added or school performance components will also contribute to overall evaluation of teacher performance.

Other duties or responsibilities may be assigned.

Professionalism Competency:

- The teacher contributes to achieving the school's mission, engages in self-reflection and growth opportunities, and creates and sustains partnerships with families, colleagues and communities.
- The teacher engages in self-reflection and growth opportunities to support high levels of learning for all students.
- The teacher collaborates and communicates effectively with families, colleagues, and the community to promote students' academic achievement and to accomplish the school's mission.

Professional Responsibilities:

- Requires regular attendance and punctuality.
- Assumes outside classroom duties as assigned.

- Assists in implementing School/Board rules and policies.
- Participates in activities to improve professional competence.
- Supports school programs and displays positive attitude.
- Completes reports and records as assigned in a timely manner.
- Projects well-groomed appearance and follows the school's dress code.
- Assumes additional responsibilities as the Principal may assign.
- Functions professionally and harmoniously with parents, school personnel, and students.
- Maintains accurate, complete, and correct records as required.
- Provides for communication with students and parents outside the instructional day as determined by administrative policy.
- Performs class and duty assignments dependably and punctually.
- Accepts constructive criticism as an evaluative element of professional and instructional improvement.
- Exhibits loyalty and maintains a positive attitude in the promotion of the school/system's goals.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- Adaptability – Manages competing demands; changes approach to best fit situation; able to deal with frequent changes, delays or unexpected events.
- Dependability – Follows instructions; responds to management directions; takes responsibility for own actions; commits to work when necessary to reach goals; completes tasks on time.
- Honesty – Straightforward; acts with integrity; truthful; refuses to steal, cheat or deceive.
- Decision Making – Identifies goals; weighs pros and cons; chooses best alternative; displays willingness to make decisions; exhibits sound and accurate judgment; explains reasoning for decisions; includes appropriate people.
- Cooperation – Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a team above own interests; asks for and offers help when needed.
- Self-Discipline – Acts responsibly; works hard to reach goals; does quality work; reacts well under pressure; follows through on commitments.
- Self-Motivation – Sets and achieves personally challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- Good Hygiene/Personal Appearance – Wears attire appropriate to the circumstances; practices personal grooming that is appropriate to the work environment.
- Courteousness – Shows understanding; takes an interest in what people say and why they think and act as they do; approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.
- Effective Communication – Speaks well; listens well; gives and understands instructions; communicates in ways appropriate to the situation and audience.

Education and/or Experience: Earned at minimum a bachelor's degree, completed an approved Louisiana teaching preparation program, and passed the appropriate PRAXIS exams.
(requirement suspended until further notice)

Certificates and Licenses: A valid teaching license from the Louisiana Department of Education with the necessary certification appropriate for grade level(s) to be taught.
(requirement suspended until further notice)

Other Qualifications: Have attained the age of twenty-one (21). Provide proof of U. S. citizenship or authorization to work in the U.S. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation. Provide evidence that a criminal record history check has been conducted.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries and demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software, Instructional Technology systems, Spreadsheet software and Word Processing software.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Unless reasonable accommodations can be made, while performing this job the staff member shall: Sit, stand and walk for required periods of time. Communicate effectively in English, using proper grammar and vocabulary. It is preferred that the staff member be able to talk or hear but American Sign Language or Braille may also be considered as acceptable forms of communication. While performing the duties of this Job, the employee is regularly required to reach with arms and hands to finger, handle, or feel; and use hands and fingers to handle objects and operate tools, computers, and/or controls. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must use strength to lift items needed to perform the functions of the job and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to: outside weather conditions, a variety of childhood and adult diseases and illnesses, to heated/air conditioned and ventilated facilities, to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. The noise level in the work environment is usually quiet, but may also be noisy at times.

Job Description for Teacher's Assistant

Summary: The Teacher's Assistant provides assistance to the teacher.

Employment Terms: The teacher's assistant shall be employed under the following terms: Work year of August 1 to May 31, the compensation for which shall be equally divided across August 1 to July 31; Salary, benefits, and leave time are approved by the School Board; Conditions of employment established by policies, rules, and procedures established by the School Board.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities: Include the following:

Ministerial Role – Substantial and Essential Religious Nature of Position

- The teacher's assistant ministers, teaches, and communicates the religious beliefs of Alpine First Baptist Church to the students.
- The teacher's assistant agrees with the school's statement of faith and its affirmations of faith and practice.

Instruction – Assisting the Teacher

- Reinforces instruction through drill and practice activities with individual students or small groups; leads assigned student activities.
- Checks students' work in the classroom and demonstrates instructional material.
- Administers assigned tests evaluating student learning.
- Files student work and maintains related records.
- Supervises assigned students at recess, school arrival and departure, field trips or other assigned duty; escorts students between sites, and in the community/work assignment.
- Assists in arranging instructional site to facilitate learning.
- Checks attendance and may notify parents of absences; collects money for lunch, fees, or trips; and records information in assigned manner.
- Reproduces instructional material for the teacher.
- Corrects student assignments and records student grades.
- Provides clerical support to assigned professional by typing related material and compiling information.
- Provides assistance to students with toileting, personal and hygiene care needs which may include lifting.
- Assists in collecting and maintaining data about student behavior; assists in implementing behavior management programs.

- Assists in the set up and maintenance of adaptive and technological equipment.
- Maintains an inventory of classroom materials and equipment.

Performs other duties or responsibilities as assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- Adaptability – Manages competing demands; changes approach to best fit situation; able to deal with frequent changes, delays or unexpected events.
- Dependability – Follows instructions; responds to management directions; takes responsibility for own actions; commits to work when necessary to reach goals; completes tasks on time.
- Honesty – Straightforward; acts with integrity; truthful; refuses to steal, cheat or deceive.
- Decision Making – Identifies goals; weighs pros and cons; chooses best alternative; displays willingness to make decisions; exhibits sound and accurate judgment; explains reasoning for decisions; includes appropriate people.
- Cooperation – Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a team above own interests; asks for and offers help when needed.
- Self-Discipline – Acts responsibly; works hard to reach goals; does quality work; reacts well under pressure; follows through on commitments.
- Self-Motivation – Sets and achieves personally challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- Good Hygiene/Personal Appearance – Wears attire appropriate to the circumstances; practices personal grooming that is appropriate to the work environment.
- Courteousness – Shows understanding; takes an interest in what people say and why they think and act as they do; approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.
- Effective Communication – Speaks well; listens well; gives and understands instructions; communicates in ways appropriate to the situation and audience.

Education and/or Experience: Earned at minimum a high school diploma or its equivalent.

Other Qualifications: Have attained the age of twenty-one (21). Provide proof of U. S. citizenship or authorization to work in the U.S. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation. Provide evidence that a criminal record history check has been conducted.

Language Skills: Ability to read, analyze, and interpret common documents. Ability to respond to common inquiries and demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software, Instructional Technology systems, Spreadsheet software and Word Processing software.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Unless reasonable accommodations can be made, while performing this job the staff member shall: Sit, stand and walk for required periods of time. Communicate effectively in English, using proper grammar and vocabulary. It is preferred that the staff member be able to talk or hear but American Sign Language or Braille may also be considered as acceptable forms of communication. While performing the duties of this Job, the employee is regularly required to reach with arms and hands to finger, handle, or feel; and use hands and fingers to handle objects and operate tools, computers, and/or controls. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must use strength to lift items needed to perform the functions of the job and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to: outside weather conditions, a variety of childhood and adult diseases and illnesses, to heated/air conditioned and ventilated facilities, to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. The noise level in the work environment is usually quiet, but may also be noisy at times.

Job Description for Secretary (Administrative/Clerical Assistant)

Summary: The secretary provides assistance to the staff under the supervision of the principal.

Employment Terms: The secretary shall be employed under the following terms: Work year of August 1 to July 31, with a modified work schedule as approved by the School Board for June 1 to July 31; Salary, benefits, and leave time are approved by the School Board; Conditions of employment established by policies, rules, and procedures established by the School Board.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities: Include the following:

Ministerial Role – Substantial and Essential Religious Nature of Position

- The secretary ministers, teaches, and communicates the religious beliefs of Alpine First Baptist Church to the students.
- The secretary agrees with the school's statement of faith and its affirmations of faith and practice.

Administrative/Clerical Role – Supporting the School

- Prepares and types letters, memoranda, reports, purchase orders, and other forms.
- Operates switchboard, answers telephone, gives information to callers and routes incoming calls to the proper person.
- Maintains files of various types.
- Maintains records keeping system in accordance with office requirements.
- Administers assigned tests evaluating student learning.
- Files student work and maintains related records.
- Assists in the preparation of various reports.
- Maintains inventories as required.
- Communicates orally and in writing with school personnel, students, and parents.
- Serves as the receptionist, greeting visitors to the school and routing them to the proper location.
- Receives, opens, sorts, and routes incoming mail.
- Reproduces and distributes materials as needed.
- May process purchase orders or requisitions as required.
- Maintains student and other records and prepares required reports.
- Makes appointments for the principal.

- Processes documents and other materials, including enrollment, registration, transcripts, personnel applications or actions, or insurance.
- Enters data into computer files as needed.

Performs other duties or responsibilities as assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- Adaptability – Manages competing demands; changes approach to best fit situation; able to deal with frequent changes, delays or unexpected events.
- Dependability – Follows instructions; responds to management directions; takes responsibility for own actions; commits to work when necessary to reach goals; completes tasks on time.
- Honesty – Straightforward; acts with integrity; truthful; refuses to steal, cheat or deceive.
- Decision Making – Identifies goals; weighs pros and cons; chooses best alternative; displays willingness to make decisions; exhibits sound and accurate judgment; explains reasoning for decisions; includes appropriate people.
- Cooperation – Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a team above own interests; asks for and offers help when needed.
- Self-Discipline – Acts responsibly; works hard to reach goals; does quality work; reacts well under pressure; follows through on commitments.
- Self-Motivation – Sets and achieves personally challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- Good Hygiene/Personal Appearance – Wears attire appropriate to the circumstances; practices personal grooming that is appropriate to the work environment.
- Courteousness – Shows understanding; takes an interest in what people say and why they think and act as they do; approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.
- Effective Communication – Speaks well; listens well; gives and understands instructions; communicates in ways appropriate to the situation and audience.

Education and/or Experience: Earned at minimum a high school diploma or its equivalent.

Other Qualifications: Have attained the age of twenty-one (21). Provide proof of U. S. citizenship or authorization to work in the U.S. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation. Provide evidence that a criminal record history check has been conducted.

Language Skills: Ability to read, analyze, and interpret common documents. Ability to respond to common inquiries and demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software, Instructional Technology systems, Spreadsheet software and Word Processing software.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Unless reasonable accommodations can be made, while performing this job the staff member shall: Sit, stand and walk for required periods of time. Communicate effectively in English, using proper grammar and vocabulary. It is preferred that the staff member be able to talk or hear but American Sign Language or Braille may also be considered as acceptable forms of communication. While performing the duties of this Job, the employee is regularly required to reach with arms and hands to finger, handle, or feel; and use hands and fingers to handle objects and operate tools, computers, and/or controls. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must use strength to lift items needed to perform the functions of the job and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to: outside weather conditions, a variety of childhood and adult diseases and illnesses, to heated/air conditioned and ventilated facilities, to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. The noise level in the work environment is usually quiet, but may also be noisy at time.

Job Description for Substitute Personnel

Summary: The Substitute Personnel serves in place of a regular employee, such as a Teacher, Teacher's Assistant, or Secretary.

Employment Terms: The substitute personnel shall be employed under the following terms: Day-by-day, as-needed basis during work year of August 1 to May 31; Compensation is approved by the School Board; Conditions of employment established by policies, rules, and procedures established by the School Board.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities: Include the following:

Ministerial Role – Substantial and Essential Religious Nature of Position

- The substitute personnel ministers, teaches, and communicates the religious beliefs of Alpine First Baptist Church to the students.
- The substitute personnel agrees with the school's statement of faith and its affirmations of faith and practice.

General – Assisting the Regular Employee

- All duties of the regular employee are expected to be performed by the substitute personnel.
- For substitute teachers, follow the regular lesson plans of the teacher unless otherwise instructed and notify the teacher of class behavior, helpful and disruptive students, and significant information about the lesson. Any extra work assigned by the substitute personnel should be graded and left to be examined by the teacher, not recorded in the grade book.

Performs other duties or responsibilities as assigned.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- Adaptability – Manages competing demands; changes approach to best fit situation; able to deal with frequent changes, delays or unexpected events.
- Dependability – Follows instructions; responds to management directions; takes responsibility for own actions; commits to work when necessary to reach goals; completes tasks on time.
- Honesty – Straightforward; acts with integrity; truthful; refuses to steal, cheat or deceive.

- Decision Making – Identifies goals; weighs pros and cons; chooses best alternative; displays willingness to make decisions; exhibits sound and accurate judgment; explains reasoning for decisions; includes appropriate people.
- Cooperation – Exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a team above own interests; asks for and offers help when needed.
- Self-Discipline – Acts responsibly; works hard to reach goals; does quality work; reacts well under pressure; follows through on commitments.
- Self-Motivation – Sets and achieves personally challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- Good Hygiene/Personal Appearance – Wears attire appropriate to the circumstances; practices personal grooming that is appropriate to the work environment.
- Courteousness – Shows understanding; takes an interest in what people say and why they think and act as they do; approaches others in a tactful manner; treats others with respect and consideration regardless of their status or position.
- Effective Communication – Speaks well; listens well; gives and understands instructions; communicates in ways appropriate to the situation and audience.

Education and/or Experience: Earned at minimum a high school diploma or its equivalent.

Other Qualifications: Have attained the age of twenty-one (21). Provide proof of U. S. citizenship or authorization to work in the U.S. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation. Provide evidence that a criminal record history check has been conducted.

Language Skills: Ability to read, analyze, and interpret common documents. Ability to respond to common inquiries and demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

Computer Skills: To perform this job successfully, an individual should have knowledge of Internet software, Instructional Technology systems, Spreadsheet software and Word Processing software.

Physical Demands/Work Environment: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Unless reasonable accommodations can be made, while performing this job the staff member shall: Sit, stand and walk for required periods of time. Communicate effectively in English, using proper grammar and vocabulary. It is preferred that the staff member be able to talk or hear but American Sign Language or Braille may also be considered as acceptable forms of communication. While performing the duties of this Job, the employee is regularly required to reach with arms and hands to finger, handle, or feel; and use

hands and fingers to handle objects and operate tools, computers, and/or controls. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must use strength to lift items needed to perform the functions of the job and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to: outside weather conditions, a variety of childhood and adult diseases and illnesses, to heated/air conditioned and ventilated facilities, to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment. The noise level in the work environment is usually quiet, but may also be noisy at times.