

## ADMINISTRATOR APPLICATION

**Valley Christian School**  
**2526 Sunset Lane**  
**Missoula, MT 59804**  
**(406) 549-0482**

\_\_\_\_\_  
**(Specific Position Applying For)**

\_\_\_\_\_  
 (Last Name) (First Name) (Middle Name)

Present Address: \_\_\_\_\_  
 Street City/State/Zip

Phone Numbers:  
 ( ) ( ) ( )  
 Home Cell Other

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

Church Affiliation or Preference: \_\_\_\_\_

Date this application was submitted by you to the Office: \_\_\_\_\_

***BEFORE A CANDIDATE CAN BE CONSIDERED FOR EMPLOYMENT, THE FOLLOWING REQUIREMENTS MUST BE MET:***

1. A cover letter referencing the job in which you are applying.
2. A professional resume which includes the candidate's academic preparation; experience and other qualifications which specifically relate to the current school vacancy.
3. Two letters of reference.
4. One pastoral reference.
5. A properly completed and signed Valley Christian School Administrator Application form.
6. Evidence of certification/ licensure if applying for a teaching or administrative position.

**Candidates who apply for more than one school vacancy must submit photocopied sets of application materials which specifically reference the academic preparation, experience, and other qualifications for additional school vacancies.**

- Finalist's candidates will be contacted by the office to schedule interviews.
- All application materials submitted by candidates become the property of Valley Christian School.
- Applications should be submitted to the Business Office at the address listed above or via email to [bookkeeper@valleychristian.org](mailto:bookkeeper@valleychristian.org)

### ***TRANSCRIPTS***

If you are a first-time teacher, it is your responsibility to request your college or university to provide us with up-to-date transcripts. Unofficial copies of transcripts of all college work may be furnished for application purposes.

**CERTIFICATION**

- Communicate with the Director of Certification, State Department of Public Instruction, Helena, Montana 59620, regarding your eligibility for a Montana certificate.
- Furnish information to this office regarding certification as soon as you receive it from the State Department.
- Valley Christian School does not assume any responsibility for your certification. As the recipient of a new Montana teaching certificate, you must comply with Section 20-4-202, Montana Code Annotated, which states in part "...If a teacher or specialist does not register her/his certificate with the county superintendent within sixty calendar days after s/he begins to perform his/her services, s/he shall not be eligible to receive any further compensation under her/his contract of employment until s/he has registered her/his certificate."

**EMPLOYMENT CONDITIONS**

- Valley Christian School has a Tobacco Free Policy enforced in all Buildings.
- Employees must not be under the influence of illicit drugs, alcohol, or tobacco use while employed at Valley Christian School.

**MAINTENANCE OF CREDENTIALS SUBMITTED FOR EMPLOYMENT CONSIDERATION**

- State certification/license and areas of endorsement as indicated on the initial application are continuing School expectations while employed. If employed, the applicant agrees, while in the employ of Valley Christian School, to maintain all areas of endorsement they possess on the date of hire.

**REFERENCES/PREVIOUS EXPERIENCE**

- I authorize investigation of all statements and matters contained in this application or which the School Board of Valley Christian School and/or their agents may deem relevant to my employment.
- I authorize all of my previous employers or persons having information concerning me or my record to report such information to Valley Christian School.
- I release all such persons from all claims or liabilities whatsoever on account of making such inquiry or making such disclosures whether favorable or unfavorable.

**EQUAL OPPORTUNITY**

- All applicable state and federal statutes apply to Valley Christian School practices and procedures. Valley Christian School is an equal opportunity institution. It is the policy of this District not to discriminate in its programs and activities or in employment on the basis of race, color, age, sex, marital status, citizenship, national origin, physical handicap, veteran status, or any other unlawful basis.

**VETERAN EMPLOYMENT PREFERENCE**

The Veterans' Public Employment Act, Montana Code Annotated 39-29-101 et seq., provides preference in public employment for certain military veterans or their eligible relatives. Montana Code 39-29-102 provides the addition of 5% points or 10% points to an applicant's score when a numerically scored procedure is used. Applicants who are claiming Veteran Employment Preference must declare, in writing, at the time of application and provide a copy of discharge from military service under honorable conditions (DD214).

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I understand that misrepresentation of information requested is cause for dismissal, and I affirm that the information provided in this application is complete.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**PERSONAL QUESTIONS**

1. Do you have the legal right to accept work in the United States? \_\_\_\_\_
2. Are you able with or without reasonable accommodations to perform the functions of the job for which you are applying? \_\_\_\_\_

3. Please check yes or no for each of the following question:

Yes      No

Have you ever been released or discharged from employment or resigned to avoid such release or discharge?

Have you ever had a certificate or license revoked or suspended?

Have you ever been convicted of a felony?

Have you ever been on a state's sex registry list?

Are any criminal charges or proceedings pending against you?

If you answered yes to any of the above questions, please describe in full an explanation on a separate sheet and attach that explanation to this application. (Answering "yes" to any of the above questions does not automatically disqualify you from employment. All circumstances will be considered.)

4. Describe your personal journey to faith in Jesus Christ.

5. Why do you wish to work in a Christian school?

6. What is your philosophy of mentoring, discipling, and disciplining faculty?

***Please indicate areas where you are qualified and desire to direct or have participation experience:***

\_\_\_\_ Clubs (list) \_\_\_\_\_  
 \_\_\_\_ Sports (list) \_\_\_\_\_  
 \_\_\_\_ Other (list) \_\_\_\_\_

**EDUCATION**

High School \_\_\_\_\_ Year Completed \_\_\_\_\_  
 College/University \_\_\_\_\_ Year Completed \_\_\_\_\_  
 Hours or Degree Completed \_\_\_\_\_ Field of Study \_\_\_\_\_  
 College/University \_\_\_\_\_ Year Completed \_\_\_\_\_  
 Hours or Degree Completed \_\_\_\_\_ Field of Study \_\_\_\_\_  
 College/University \_\_\_\_\_ Year Completed \_\_\_\_\_  
 Hours or Degree Completed \_\_\_\_\_ Field of Study \_\_\_\_\_

**LICENSE INFORMATION**

Do you have a valid state teacher’s license? \_\_\_\_\_ If so, what state? \_\_\_\_\_  
 Do you have an educational administration license? \_\_\_\_\_ If so, what state? \_\_\_\_\_

License Information:

Folio Number \_\_\_\_\_ Class \_\_\_\_\_ Level \_\_\_\_\_ Expiration Date \_\_\_\_\_  
 Folio Number \_\_\_\_\_ Class \_\_\_\_\_ Level \_\_\_\_\_ Expiration Date \_\_\_\_\_

Endorsements	Number	Area	College Credits in Specific Area
_____	_____	_____	_____
_____	_____	_____	_____

Other Areas of Concentration	Subject	Credits
_____	_____	_____
_____	_____	_____

**EXPERIENCE**

Please attach a resume listing all administration and teaching experience, including the name of schools, number of years taught, exact dates taught, and grades taught (all items on your resume should be in chronological order). You may also include clubs, forums, and other social/sport groups which you were involved in. Also list any paid or unpaid practical experiences relevant to the position for which you are applying. Do not list student teaching.

## Employee Lifestyle Statement

Valley Christian School is a religious, nonprofit organization representing Jesus Christ throughout the local community.

Valley Christian School requires its employees to be born-again Christians, living their lives as Christian role models (Rom. 10:9–10, 1 Tim. 4:12, Luke 6:40). Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity, appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle of reconciliation when an issue arises with fellow employees or management.

The Valley Christian School Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity and homosexual behavior or any other violation of the unique roles of male and female (Rom. 1:21–27, 1 Cor. 6:9–20). Valley Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman.

Valley Christian School employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of Valley Christian School that each employee will have a lifestyle in which “He (Christ) may have the preeminence” (Col. 1:18, NKJV).

My signature below indicates that I agree with, comply with, and support the Employee Lifestyle Statement of Valley Christian School, Missoula, Montana.

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Employee/Volunteer’s signature

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Date

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Administrator’s signature

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Date

## Declaration of Moral Integrity

Our school expects all of its employees, as well as its volunteers who have unsupervised access to children, to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at this school, I, (print name) \_\_\_\_\_, recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual activity, sexual harassment, use of (including the viewing of) pornographic material or websites, and sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of Valley Christian School.

\_\_\_\_\_  
Employee/Volunteer's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's signature

\_\_\_\_\_  
Date

## Statement on Marriage, Gender, and Sexuality

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

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that in order to preserve the function and integrity of Valley Christian School as the local Body of Christ, and to provide a biblical role model to the Valley Christian School members and the community, it is imperative that all persons employed by Valley Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Valley Christian School.

My signature below indicates that I agree with and support the Statement on Marriage, Gender, and Sexuality of Valley Christian School, Missoula, Montana.

\_\_\_\_\_  
Employee/Volunteer's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator's signature

\_\_\_\_\_  
Date

## Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, Word of God for faith and life.
2. We believe that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His Virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return to power and glory.
4. We believe that man was originally created in the image of God, that he fell into sin through the first Adam, and that he is responsible for all sin that he has committed. Because of sin, all mankind is separated from God and lost eternally, apart from salvation through Jesus Christ.
5. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
8. We believe that the Church is the body of Christ, a spiritual organism of born again believers displaying spiritual unity under the headship of the Lord Jesus Christ.
9. We believe that God wonderfully and immutable creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God.
10. We believe that God created marriage to be exclusively the union of one man and one woman, and that intimate sexual activity is to occur exclusively within that union.
11. We believe that all human life is sacred and created by God in His image. 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.

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. For purposes of Valley Christian School's faith, doctrine, practice, policy, and discipline, our Board of Directors is Valley Christian School's final interpretive authority on the Bible's meaning and application.

My signature below indicates that I agree with and support the Statement of Faith of Valley Christian School, Missoula, Montana.

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Employee/Volunteer's signature

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Date

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Administrator's signature

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Date



## Statement on The Ministry of Teaching

All teachers, school administrators, staff and volunteers at Valley Christian School are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught with such conviction and truth that the “many who heard him were astonished, saying, ‘Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand!’” (Mark 6:2). His apostles, likewise, were teachers and gave witness “with great power,” through their words and their deeds, and “gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all” (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul’s admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you (Phil. 4:8–9).

Teachers, administrators, staff and volunteers at Valley Christian School must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all teachers, administrators, staff and volunteers, even before their first meeting with students, must subscribe to the school’s Statement of Faith. This is why all teachers, administrators, staff and volunteers are required to give a godly example, both at school and away. All staff must teach truth and avoid falsehood. “Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another. ... Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear” (Ephesians 4: 25, 29).

Teachers, administrators, staff and volunteers minister to the student body by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to “Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you” (Ephesians 4:31–32). All staff also model the Christian life by being active in their own church community and by serving as an intermediary assisting the student body in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

My signature below indicates that I agree with and support this Statement on The Ministry of Teaching at Valley Christian School, Missoula, Montana.

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Employee/Volunteer’s signature

Date

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Administrator’s signature

Date

## Confidentiality and Ethics Statement VCS Employees and Volunteer

### Respect

All volunteers, students and staff must treat each other with respect, courtesy and appreciation at all times.

### Loyalty

At VCS we believe that a healthy, vibrant discourse is invaluable to any organization. As a Christian community we strive to resolve all issues according to biblical principles and believe that we should always work internally towards resolution and/or reconciliation. Engaging people outside the VCS community in a negative and/or negative destructive conversation regarding VCS is inappropriate and harmful to the reputation and success of VCS. Any serious issues should be brought instead to the attention of the Head of School or a member of the Board of Directors. If in doubt regarding any issue, seek advice from either of these sources.

### Confidentiality

Many staff and faculty members handle proprietary, private and/or confidential information concerning VCS business, colleagues, students, families, alumni, donors and others associated with VCS. This material may include (but is not limited to) payroll figures, employee data, donor files, student records, family records or VCS Financial information. Some of this information may be classified as confidential by state and/or federal law.

It is the responsibility of all VCS employees and staff to respect the highest level of privacy and confidentiality for their colleagues and other members of the VCS community. Disclosure and discussion of confidential information obtained from school or departmental records, either during or after employment with Valley Christian School, is impermissible unless such disclosure is a normal requirement of an employee's position and has been so authorized.

Below is a statement regarding your responsibility for maintaining confidentiality.

**As an employee of Valley Christian School, I understand that some of my work will involve access to information and records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of colleagues, students, families, alumni, donors and VCS records, to follow office procedures in order to protect confidentiality, and to act in a professional manner, both internally and to the public, whether in person, in writing or over the phone. I further understand that if I am found acting indiscreetly with confidential material or not protecting the confidentiality or privacy of a colleague, student, alumni, donor, family or others through my actions, *I will face disciplinary action which may include termination.* I understand this action may be necessary in order to maintain the high professional standards of Valley Christian School.**

Employee/Volunteer's signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

