

# LAKE VIEW CHRISTIAN SCHOOL

496 Kent Avenue \* Lake Placid, FL 33852  
Phone (863) 465-0313 . Fax (863) 465-0126  
lakeview@lakeviewchristianschool.org  
[www.lakeviewchristianschool.org](http://www.lakeviewchristianschool.org)

Dear Applicant:

Thank you for showing an interest in applying for a position at Lakeview Christian School! We know God has plan for who is to be hired for this position and we are in prayer over this process.

If you picked this application packet up from the school office, it should have everything you need. If you printed it from our website, please make sure you have 4 copies of the reference form (2 personal and 2 professional). Once completed, you can bring the application to the school office at the address listed above and reference forms can be mailed or emailed into our office.

The application packet should include:

Job Description (included in packet or available in separate form)

Application

Statement of Faith Agreement

4 Reference Forms - for references replying by mail or email. If you are unable to get these completed, we can call the references and talk to them over the phone to complete the forms.

\* Two work related references  
(Preferably one that was a supervisor over you at some point)

\* Two personal references

**Lakeview Christian School**  
496 Kent Avenue  
Lake Placid, Florida 33852  
Phone: 863-465-0313  
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**Application for Employment**  
Staff Position

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

Position Desired: \_\_\_\_\_

**I. PERSONAL DATA**

NAME: \_\_\_\_\_  
                    Last                      First                      Middle                      Maiden

ADDRESS: \_\_\_\_\_  
                    Street                      City                      State                      Zip

MAILING ADDRESS: \_\_\_\_\_  
                    Street/PO Box      City                      State                      Zip

TELEPHONE HOME: \_\_\_\_\_ WORK: \_\_\_\_\_

CELL: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_

Have you ever been charged or convicted of any crime other than a minor traffic violation?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If Yes, please answer the following:

Charged with: \_\_\_\_\_ Where: \_\_\_\_\_ Year: \_\_\_\_\_

Charged with: \_\_\_\_\_ Where: \_\_\_\_\_ Year: \_\_\_\_\_



If applicable, briefly state your reasons for leaving your present place of employment.

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Do you presently hold a teacher' s certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

Is it current? Yes \_\_\_\_\_ No \_\_\_\_\_

What fields and levels of education are you certified in? \_\_\_\_\_

List any other courses, training or special skills that enhance your strengths as an educator in this position: \_\_\_\_\_

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What would you state as your greatest strength: \_\_\_\_\_

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What would you state as your greatest weakness? \_\_\_\_\_

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**IV. CHARACTER REFERENCES** Give complete addresses with zip codes. Do not list relatives. Please include two personal references and two from previous employers.

1. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
  
2. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
  
3. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_
  
4. Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**V. CHRISTIAN BACKGROUND**

With what church are you affiliated? \_\_\_\_\_

Pastor's Name: \_\_\_\_\_

Address \_\_\_\_\_

Church Telephone: \_\_\_\_\_

Please tell us in your own words how you came to receive Jesus Christ as your Savior and what changes this event brought into your life.

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Please tell us why you want to teach in a Christian School.

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**AGREEMENT TO STATEMENT OF FAITH**

Please read the Statement of Faith below and sign your agreement to it in your life.

I believe in God, the Father Almighty,  
maker of heaven and earth.

And in Jesus Christ, his only Son, our Lord,  
who was conceived by the Holy Spirit,  
born of the Virgin Mary,  
suffered under Pontius Pilate,  
was crucified, dead and buried;  
the third day he arose from the dead;  
and ascended into heaven,  
and sitteth at the right hand of God the Father Almighty,  
from thence he shall come to judge the quick and the dead.

I believe in the Holy Spirit,  
the holy catholic\* church,  
the communion of saints,  
the forgiveness of sins,  
the resurrection of the body,  
and the life everlasting. Amen

\* universal

Do you agree with and do you subscribe to the content of this statement of faith as the guide for your person life?

Yes \_\_\_\_\_ No \_\_\_\_\_

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Signature of Applicant.

The facts set forth in my application or employment are true and complete. I understand that if employed, false statements on my application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation on my personal history through any investigative bureaus of your choice.

I authorize the use of any information in this application and any attached supplements to verify my statements, and I authorize the past employers and references to answer all questions asked concerning my ability, character, reputation, and previous employment record. I release all such persons from any liability or damages on account of having furnished such information.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Do Not Write Below This Line

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**For Office Use Only**

\_\_\_\_\_ Completed Application Received  
\_\_\_\_\_ References Received  
\_\_\_\_\_ Health Certificate Received

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Interview: \_\_\_\_\_





## **EMPLOYEE RESPONSIBILITIES**

### **Teacher Job Description**

Pre-Kindergarten, Elementary, and Middle School Teachers

REPORTS TO: School Administrator

#### **QUALIFICATIONS FOR PREKINDERGARTEN TEACHER:**

The directing teacher must meet the minimum requirements for the school by having completed a CDA, be approved through the current FDLE fingerprinting and background investigation procedures, be of good moral character. The K4 teacher is required to maintain Department Children and Family Services Staff Credential. Lead teacher will be required to maintain their Director Credential through DCF.

#### **QUALIFICATIONS FOR ELEMENTARY AND MIDDLE SCHOOL TEACHERS:**

Holds at least a bachelor's degree, which is appropriate for the expectations of the position and be able to substantiate a personal relationship with Jesus Christ, which is reflected in daily lifestyle. This position must also meet the current FDLE fingerprinting and background investigation procedures.

#### **PRIMARY RESPONSIBILITIES:**

Provide instructional, moral, ethical, and spiritual instruction for assigned students in accordance with the philosophy and objectives of the school and the adopted curricular programs.

#### **SPECIFIC DUTIES:**

Provide leadership in the following areas:

1. Serve as a regular member of the instructional staff and complete those responsibilities normally expected of a classroom teacher.
2. Provide loving and firm direction for the children in the assigned class.
3. Develop and implement daily lesson plans for the use in the instructional program.
4. Provide for the safety and well-being of the students by recognizing potential dangers and by giving very close personal supervision.
5. Guarantee the safety of students by never leaving the students unsupervised in the classroom or on the playground.
6. Attend planning meetings as required by the supervising administrator.
7. Attend regularly scheduled parent/teacher fellowship meetings, faculty meetings, and other meetings as assigned.
8. Communicate effectively and regularly with parents.
9. Conduct private conferences with parents concerning the progress and growth of their children. Keep information confidential.
10. Plan and implement a variety of opportunities for free play and self-expression, which are consistent with the philosophy of the school.
11. Cooperate with other teachers and school administration in order to assure a smooth running program.
12. Serve on appropriate faculty committees to review specific curriculum as deemed necessary.

13. Assist the administration to develop a meaningful annual budget by developing specific classroom goals and objectives, which require expenditure of funds to accomplish.
14. Assist the administration by consistently implementing school policies and procedures in the classroom.
15. Assist the administration by maintaining a positive Christian environment throughout the school by maintaining a positive Christian attitude and by resolving personal conflicts in accordance with the guidelines of Matthew 18.
16. Plan and implement appropriate field trips in cooperation with the administration.
17. Assist the administration by giving careful attention to such obvious matters as the dress code for students and the dress code for teachers.
18. Assist with the spiritual development of students by being involved in the regular school chapel programs, by counseling students on matters of spiritual and personal concern.
19. Be diligent in submitting all required reports on time.
20. Cooperate with the administration by following school procedures and using adopted forms to carry out responsibilities, e.g., purchase order request forms, discipline referral forms, monies collected forms, etc.
21. Perform other duties consistent with the teaching profession as assigned

### **Continuing Education Requirements**

- a. All degreed teachers are required to take one educational related class of at least three semester hours every five years.

**OR**

Attend fifteen hours of in-service activities per semester hour (i.e. 45 in-service hours equals one three semester hour class). Within three weeks following the in-services, the teacher must submit a written summary of the in-service including: date, hours, information learned, how it could be implemented and/or why it would not be useable in the classroom.

**OR**

Attend a combination of both in-service hours and classes equivalent to three semester hours.

- b. All Lakeview Christian School teachers are required to participate in professional development provided by Bob Jones University Press. New teachers hired should attend within two years of employment.
- c. K3 and K4 teachers are required to maintain Children and Family Services certification requirements.

### **Purchasing School Supplies and Equipment**

The Administrator is responsible for allocating amounts to teachers and programs. Teachers have a \$200 class budget from which supplies will be purchased. If you buy something for your classroom, please fill out a check requisition form, clip the register tape to it, and turn it in to the school office.

If there are supplies that you want to be purchased through the school office, please submit an order form to the school office. Expenditures must remain within individual budgets. If special purchases (above the budget) are needed, they must be approved by the administrator.