



WESTLAKE CHRISTIAN ACADEMY

ADMINISTRATOR APPLICATION

Please complete all information on this application and return to: adminsearchwestlakechristian.org. Please "Save As" and include your last name in the file name.

APPLICANT INFORMATION

Full Name :	<input type="text"/>	Date:	<input type="text"/>
Phone:	<input type="text"/>	Social Security #:	<input type="text"/>
Street:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
		Zip Code :	<input type="text"/>
Email :	<input type="text"/>		

EMPLOYEE PROFILE – ADMINISTRATION

Westlake Christian Academy is both a Christian ministry and a school. As such, individuals who work at Westlake must possess all the traits necessary to be an effective minister for Christ as well as the technical skills of an educational administrator. The following are minimum standards of employment at Westlake Christian Academy:

- A born-again Christian with a mature walk of faith, whose lifestyle, convictions, and beliefs are in line with Biblical mandates, and the Holy Spirit of God.
- One who is faithful in attendance and is actively involved in their own local, evangelical church.
- Is able to clearly articulate the Biblical components of salvation, citing appropriate scripture passages, and able to lead another to a saving knowledge of Jesus Christ.
- Is in agreement and support of the school's Statement of Faith and Standards of Conduct
- One who is committed to the tenets of the philosophy of Christian school education.
- A person who can implement the school's Mission Statement through their work.
- Can obtain four references - one pastoral reference, and three professional including one from a recent supervisor and then two other professional references.
- Is willing to submit to a state police criminal background check.
- One who recognizes their personal calling of God into ministry.
- Has a minimum of a master's degree in Education Supervision or Curriculum (or higher).
- Currently holds, or is eligible to receive, an ACSI Principal or Head of School Certificate.
- An individual who has previous experience in school administration.

If you believe you meet the qualifications of the above employee profile for Westlake Christian Academy, please complete the remainder of this application.

OUR MISSION: TO PROVIDE FOR CHRISTIAN FAMILIES A CHRIST-CENTERED EDUCATION THAT DISCIPLES OUR STUDENTS TO HONOR JESUS CHRIST IN THOUGHT, WORD, AND DEED.



PERSONAL

Are you a born-again Christian? How long have you had this assurance?

Denominational affiliation:

Name of church where current member/attender:

Are you currently attending weekly? How long?

Name of Pastor: Phone number:

IF APPLICABLE:

Spouse's name:

Is spouse supportive of your ministering in a Christian School? YES NO UNCERTAIN

Is spouse a born-again Christian? YES NO UNCERTAIN

Marital Status: Single Married Divorced Remarried

Names and current grades of children and/or dependents:

Do you subscribe without reservation to our Statement of Faith? YES NO

Can you work with other Christians who may differ from you in a point of doctrine? YES NO

Will you abstain from any form of gambling, tobacco use, intoxication, and illegal use of drugs while employed at Westlake Christian Academy? YES NO

HAVE YOU EVER BEEN:

Discharged/disciplined in a previous job? YES NO

Arrested? YES NO

Court record expunged? YES NO

If you answered "yes" to any of these questions, please explain in a separate attachment.

If selected for employment, when would you be available to begin?

ADDITIONAL DOCUMENTS REQUIRED

PROFESSIONAL PREPARATION & EXPERIENCE

Please provide a resume or curriculum vitae (preferably a CV) which includes the following information:

- All colleges, universities, or trade schools attended including name and location, dates attended, major, any minors, degrees earned.
- All professional experiences beginning with your most recent full- or part-time jobs including name and location, dates of employment, position held, immediate supervisor's name, and telephone number(s). List your total years working in the field of Education and your total years of administrative experience.
- Any special courses or training including Bible training and courses in Christian Education philosophy.
- Any awards, achievements, or recognition.
- Any professional educational organization memberships, past and present.
- All teaching and administrative certificates/licenses, their types (standard, special ed., etc.), and expiration dates.
- Any special skills or talents including hobbies.

PERSONAL STATEMENTS

In a separate document, please respond to the following statements/questions:

1. Give a brief account of your Christian conversion explaining how you know you are a born again Christian and describe your personal plan for continued spiritual growth.
2. How would you respond to a student asking the question, "How do I become a Christian?"
3. What do you believe are the qualities of an effective administrator?
4. What evidence do you have that would make you believe that you possess these qualities?
5. Provide a statement of your philosophy of Christian Education including its main tenets and distinct characteristics of its educational practices. Give evidence of your commitment to Christian education.
6. What do you think should be the distinctive characteristics of a Christian school?
7. How would your role as an administrator differ in a Christian school from a non-Christian school?
8. As an administrator in a Christian school, how would you expect the biblical principles of leadership to be reflected in your staff?
9. How has the Lord led you to Christian education and specifically to the role of administration?
10. State why you are interested in becoming a member of this ministry team and give specifics of how you would implement the school's Mission Statement through your role as an administrator.
11. If you currently have school age children would you desire that they attend WCA? Why or why not?
12. State any additional information you believe may be helpful to us in considering your application.

REFERENCES

Required with this application are four WCA reference forms; three professional and one pastoral. Forms can be downloaded at westlakechristian.org/employment and should be returned by the reference to: adminsearch@westlakechristian.org.

- Your pastor
- Your most recent supervisor
- A recent colleague
- Another individual who could comment on your ability to be successful at Westlake Christian Academy.

STATEMENT OF FAITH

- We believe the Bible to be the inspired and only infallible, authoritative, written word of God. (II Timothy 3:16, 17)
- We believe that there is one God, eternally existent in three persons; Father, Son, and Holy Spirit. (Matthew 28:19, II Corinthians 13:14)
- We believe that the universe originated by the creative act of God as revealed in Holy Scripture, and that the form of every kind of life was fixed at the time of its creation. (Genesis 1:1, John 1:1-3)
- We believe in the true deity and true humanity of our Lord Jesus Christ, His pre-existence, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His future visible return in power and glory. (Colossians 1:13-20)
- We believe that the Lord Jesus Christ is the only mediator between God and man. (I Timothy 2:5)
- We believe that all men are lost and sinful, and that salvation is received through personal faith in the Lord Jesus Christ and by the act of regeneration of life by the Holy Spirit of God. (Romans 3:23-26; Titus 3:5)
- We believe that by the present indwelling ministry of the Holy Spirit, the Christian is enabled to live a godly life, and that every believer should practice the holiness which God requires.
- 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. (John 5:24-25, 28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (I Cor. 12:12-13; John 17:20-23)
- We believe the support of and participation in the task of fulfilling the Great Commission is an obligation of all believers in our Lord Jesus Christ. (Matthew 28: 19-20)
- We recognize that there are other doctrines held by various Christian believers which they believe to be consistent with the above. However, such teachings shall not be incorporated as approved by the school.

APPLICANT'S CERTIFICATION & AGREEMENT

I understand that Westlake Christian Academy does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age or disability.

I hereby certify that the facts set forth in this initial application are true and complete to the best of my knowledge. I understand that 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 dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand that I will be paid and receive benefits only through the day of release.

I authorize Westlake Christian Academy to thoroughly interview the primary references which I have listed, any secondary references acquired, 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 other matters related to my suitability for the job.

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 school, 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 the school.

Since I will be working with children, I understand that I must submit to a fingerprint check by the FBI and possibly other federal and state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as are necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any office of employment that I may receive from the school is conditioned upon the receipt of background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or to reflect adversely on the school or on me as a Christian role model.



STANDARDS OF CONDUCT

The personal conduct of any Westlake Christian Academy employee should always be consistent with biblical standards. Actions that could bring dishonor or disgrace to the Lord Jesus Christ or the school will not be acceptable and may be grounds for termination. While an employee of the school, I shall abstain from any form of gambling, tobacco use, intoxication, and the illegal use of drugs.

I agree to do my part to keep sectarianism and denominationalism out of the school at all times because I understand the school's non-denominational position.

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.

Signed:

Date:

NON-DISCRIMINATION STATEMENT:

Westlake Christian Academy does not discriminate in its hiring and admission practices on the basis of race, color, national or ethnic origin. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, tuition assistance, athletic policies, personnel policies, or other school administered programs.

APPLICATION CHECKLIST

All supplemental documents and reference forms should be emailed to adminsearch@westlakechristian.org. Please include your last name and the document title in each file name. Reference forms may be downloaded at westlakechristian.org/employment.

- | | | |
|---|---|--|
| <input type="checkbox"/> Pastor Reference | <input type="checkbox"/> Personal Reference | <input type="checkbox"/> Criminal Background Check |
| <input type="checkbox"/> Supervisor Reference | <input type="checkbox"/> Transcripts | <input type="checkbox"/> Personal Statements |
| <input type="checkbox"/> Colleague Reference | <input type="checkbox"/> Resume/CV | <input type="checkbox"/> Video* |

*Please review the mission statement of Westlake Christian Academy and submit a 2-3 minute video of yourself explaining (1) what discipleship means to you and (2) what discipleship looks like in a Christian school. Videos may be submitted as a link (YouTube, Vimeo, etc) or as an MP4 file.

Date Received: