

**EMPLOYMENT POLICY**  
**for**  
**GRACE Christian Academy**

**INTRODUCTION**

A chain is only as strong as its weakest link, and an organization is only as good as the personnel who carry out its functions:

*Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business. [Acts 6:31]*

*And the things that thou has heard of me among many witnesses, the same commit thou to faithful men, who shall be able to teach others also. [2 Timothy 2:2]*

It will be the philosophy of GRACE Christian Academy that no position is insignificant and no employee chosen to fill that position be taken for granted. All employees will be categorized as either professional or nonprofessional, the distinction being primarily the amount of education required to perform the job. Teaching, counseling, and administration personnel will be considered professional staff; secretarial, clerical, bookkeeping, maintenance, custodial, kitchen, and transportation personnel will be considered nonprofessional.

**STANDARDS FOR HIRING**

*Spiritual Standards*

GRACE Christian Academy believes that the most important criterion for Christian school employees is spiritual fruit. Every employee must be born again and must be able to give a coherent testimony of his salvation experience. All professional employees must be able to give evidence in writing and in a personal interview that they have Bible-based assurance of personal salvation. We believe that giving a clear, concise testimony is obviously more important for a teacher than a custodian, but unless each can give convincing evidence of his faith in Christ, he will not be employed. We also believe that the longer the person has been saved, the more evidence he should demonstrate supporting his conversion experience.

Other important areas reflecting the spirituality of the application that will be considered are: church membership, personal involvement in church attendance, program meetings, and financial support of the church. To avoid a misunderstanding, the employee will be informed of other important criteria of evaluation such as loyalty and support of school policies.

We believe each employee should have a servant's heart (Matt 20:27) so that he is willing to give of himself rather than being concerned about what he will be getting for himself. Since we believe every employee in the school is in a position to influence the overall testimony of the school for good or bad, we feel we cannot let down our spiritual standards to meet a "need." We believe it would be better that an academic area suffer temporarily than that the spiritual objectives of the school be compromised. We believe that a Christian school is as much a ministry unto the Lord as is a church and that school board members and administrators must trust Christ to meet their needs and not rely upon their own resources.

### *Academic Standards*

Generally speaking, as a minimum requirement for nonprofessional positions, every employee of the school should be a high school graduate with an ability to communicate clearly. We believe that since the school is in the business of providing education, the image projected by all employees reflects to some extent the quality of the education offered by the school.

All professional staff members must have college degrees. For some positions, graduate degrees will be advisable. If we are to maintain respect of the community and compete with other private and public schools, we believe there is a need not to depart from traditionally accepted standards of professional competence and preparation. In rare cases, level of education can be combined with professional training and in-service training through summer programs at designated colleges. We believe that the best preparation is to be an education major at a Christian liberal arts college.

GRACE Christian Academy ranks prospective teachers on the basis of the school they attended and the program they pursued, and we order them in a manner similar to the following:

1. A graduate of a Christian college who majored in education.
2. A graduate of a Christian college with a degree in some area other than education but a major or minor in the field needed for the teaching responsibility.
3. A graduate of a Bible school with a minor in the teaching field needed.
4. A graduate of a secular school.

### *Government Regulations*

All employees will meet legitimate Government regulations. For example, bus drivers will be taught all necessary safety instructions and will meet all special license requirements. Kitchen personnel will meet local health standards. We believe that the "powers that be are ordained of God" [Romans 13:1], and to skirt these matters would eventually cause serious difficulties, probably resulting in great embarrassment to the school.

### **THE HIRING PROCESS FOR TEACHERS**

GRACE Christian Academy will use a four-step process to obtain information from a professional applicant to discern if the prospective applicant is qualified to teach in the school:

1. **Teacher Application** - the teacher applicant will receive a copy of the Employment Policies for GRACE Christian Academy and an application position form either by personal request or by school recruitment.
2. **Check of character and previous employment-** Upon receipt of a favorable application, there will be a check of both character and previous employment references.

3. **Personal Interview** - Key questions will be asked to discern if the applicant has personal standards similar to those of the school ministry.
4. **Offer the prospective employee a written contract** - if interest is shown at the time of the interview, then the contract will be mailed to the applicant requesting a decision within ten days.

Considering application, references, and personal interview combined with prayer that the Lord will give wisdom in selecting the person He would have for the job will result in successful hiring.

### *The Application*

The application form is designed to determine if the applicant needs to be interviewed. It requires enough information to enable the principal to determine whether the applicant has the basic employment prerequisites to justify a personal interview.

### *The Interview*

We believe the personal interview is an indispensable part of the employment process; it aids the interviewer and also gives an opportunity for the applicant to tour the facilities and meet other employees. The interview will be a minimum of thirty minutes and generally no longer than one hour. The interview will be in a place that is reasonably quiet and free from interruptions. Whenever possible, at least one additional person will interview the prospect--perhaps the pastor or a school board member. If it is not possible for more than one person to interview the prospect a second person may sit in on the original interview.

### *Recruitment*

In seeking personnel to fill vacancies or new positions, we believe it almost as important to avoid provoking an interest in those who would not qualify for the position as it is to locate those who would meet the

qualifications. Therefore, we believe it is unwise to advertise for personnel by means of media that reach all segments of the population. We believe that the best results can be through local contacts and good recruitment tactics. The most productive sources of professional employees for the Christian school are the Christian colleges with a department of education. The colleges usually have a formal placement program or an office of placement services where administrators can advertise their vacancies to current students and recent graduates. Also administrators can attend recruitment conferences at Christian Colleges. Christian publications as well as national, regional, and state Christian school organizations will be a viable source for recruitment.

### ***Making the Decision***

After gathering information on prospective candidates and interviewing those who appear to be the best qualified, the administrator or school board will come to a decision. Once the decision is made, parties being considered will be notified. The applicant selected will receive a warm personal letter with a contract and a definite deadline before which he is expected to accept or reject the position. Ten days is sufficient. Those who were unsuccessful in obtaining the position will be informed that the position has been filled.