

# Elementary Principal Administrative Assistant Application

Revised 5/12/2010

Thank you for your interest in RCS. We invite you to complete the following application and answer the applicable questions on separate sheets of paper using a computer. Please return all items to our elementary school office as soon as possible. If an opening occurs, for which you appear to be qualified, after receipt of this application, an approved background check, and a complete reference check, we will call you to schedule an interview with our principal. Should you have any questions, please call us.

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

Work phone \_\_\_\_\_ Cell phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security Number \_\_\_\_\_

Position(s) Desired: \_\_\_\_\_

Full Time \_\_\_\_\_ Part Time \_\_\_\_\_ College Degree \_\_\_\_\_

Major \_\_\_\_\_ Graduate Degree \_\_\_\_\_

Major \_\_\_\_\_

How long have you known Christ as your Lord and Savior? \_\_\_\_\_

Local church membership \_\_\_\_\_ Pastor \_\_\_\_\_

Are you active in your church? \_\_\_\_\_ If so, in what capacity \_\_\_\_\_

Do you believe in the Bible as the inspired word of God, our final authority in matters of faith and conduct?  
\_\_\_\_\_

Number of years of administrative assistant experience: Christian schools \_\_\_\_\_ Public Schools \_\_\_\_\_

Other \_\_\_\_\_

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1. Attach a resume detailing your education, experience, and references.
  - Detail your educational training (Degree, Major, Year Graduated, Name of Schools, GPA) and include copies of your college transcripts and diplomas.
  - Sequentially list employment experience.
  - List four references who are qualified to speak of your spiritual and professional experience. (Include name, address, phone numbers, and position.)

## **Attach a separate document and answer the following questions:**

2. Briefly summarize your testimony, church involvement, family life, and reason(s) why you want to work for RCS. Explain your definition of a Christian, detailing your conversion experience. Explain your denominational/doctrinal preference.
3. RCS and Resurrection Fellowship are charismatic in belief and practice. What are your personal beliefs and experiences pertaining to the gifts of the Spirit.
4. Please list activities and/or sports that you would be capable and willing to sponsor, advise, coach, etc. Detail past experience with each.
5. Have you ever been dismissed, resigned to avoid being dismissed, or been asked to resign from a position? If yes, please explain.
6. Have you ever been, or are presently being, investigated or under procedure to consider your discharge for misconduct from any previous or present employer? If yes, please explain.
7. Have you ever been charged or convicted of any offense involving dishonesty, breach of trust, child abuse, moral turpitude, or any other type of crime? If yes, please explain.
8. Have you ever resigned from a prior position, with or without being asked, 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, please explain.
9. Have you ever entered a court plea of guilty or "nolo contendere", or has any court ever deferred further proceedings without entering a finding of guilty and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? If yes, please explain.
10. Please share your personal convictions as a Christian toward the following: alcoholic beverages, smoking and chewing tobacco, marijuana and other drugs, music, premarital sex, divorce and remarriage, abortion, homosexuality.
11. Please explain if your marital status is separated, divorced, or remarried.
12. What do you believe about the origin of the earth and mankind?
13. Have you ever led a child or young person to Christ or been involved in such an experience? Please explain.
14. Explain what you believe is the purpose of a Christian School.
15. Below is the RCS Statement of Faith and job description. Do you agree to our Statement of Faith and agree to fully abide by our policies and guidelines as set forth in these documents? \_\_\_\_\_

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Please explain any reason(s) why you might be unable to perform the essential functions, duties, and responsibilities of the position(s) for which you are applying.

I certify that everything on this application (including all attached documents) is true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Note: All employees at RCS must have a CBI background check based on fingerprints.

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## RCS Applicant's Agreement

I understand that Resurrection Christian School does not discriminate in its employment practices against any person because of gender, race, color, age, national or ethnic origin, or disability. I further understand that any offer of employment is conditional on the proof of legal authority to work in the United States.

I hereby certify that the facts set forth in this application are true and complete to the best of my knowledge. I understand that discovery of falsification of any statement or significant omission of fact during any phase of the hiring process may prevent me from being hired, or if hired may subject me to immediate dismissal.

I authorize Resurrection Christian School to inquire about my work and personal history and to verify all data given in my application for employment, related papers, and my oral interviews. I authorize the release and giving of any information requested by Resurrection Christian School such as employment records, performance reviews, and personal references. I release any person, organization, or company from liability or damage that may result from furnishing the information requested. I further waive the right to ever personally view any references given to Resurrection Christian School.

I recognize, understand, and adhere to the moral and ethical standards and mandates of Resurrection Christian School. I further declare that with regard to my personal moral and ethical character and conduct as of this date, I am not, nor have been in the past, engaged in inappropriate conduct toward minors, nor do I have inclinations toward such conduct. Inappropriate conduct includes, but is not limited to, the following: homosexuality, verbal, physical, or sexual abuse as defined by Scripture and state law.

I further certify that I have read and do understand the above statements.

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Applicant's Name Printed

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Signature of Applicant

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Date

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Applicant's Social Security Number

## RCS STATEMENT OF FAITH

WE BELIEVE: The Bible is the only infallible, inspired and authoritative Word of God. Ex. 20:1; II Tim. 3:16; II Pet. 1:20-21; I Cor. 2:10-13; Luke 24:27; Luke 24:44-45; Rev. 22:18-19.

WE BELIEVE: There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. Psalm 2:6-9; Matt. 28:19-20; II Cor. 13:14; I Cor. 12:4-6; Matt. 3:16-17; John 14:16.

WE BELIEVE: In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father. John 1:1-5; 14:34; John 5:1-47; John 6:69; Matt. 1:20-23; Isa. 7:14; Matt. 1:23; Heb. 1:9; 7:26; I Cor. 15:20-23; Luke 1:31-33; Rom. 1:3-4; Eph. 1:20-23; Phil. 2:9-11; Col. 1:13-19; Isa. 9:6-7; Matt. 16:16; I Cor. 15:3-4.

WE BELIEVE: In the Blessed Hope—the rapture of the Church at Christ's coming. I Thes. 4:16-17; John 14:1-7; I Thes. 1:7-10; Matt. 25:31; I John 3:2; Acts 1:11; Rev. 17; Rev. 19:11-16; Rev. 21:6; Dan. 7; Tit. 2:13.

WE BELIEVE: The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. I Pet. 1:18-19.

WE BELIEVE: Regeneration by the Holy Spirit is absolutely essential for personal salvation. John 3:3-5.

WE BELIEVE: The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer. I Pet. 2:24.

WE BELIEVE: The baptism of the Holy Spirit, according to Acts 2:4, is given to believers who ask for it. Acts 2:39.

WE BELIEVE: In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life. John 16:7-15; I Cor. 6:19-20; Gal. 5:16-18; Eph. 1:13-15; 4:30; I Cor. 12:13.

WE BELIEVE: In the resurrection of both the saved and the lost; the one to everlasting life and the other to everlasting damnation. Job 19:25-27; Dan. 12:2; I Cor. 6:14; John 5:29; 11:25; Rom. 6:5; I Pet. 1:3; Rev. 20:4-6; John 5:28-29.

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## Elementary Principal Administrative Assistant Job Description

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- ◇ Must be able to represent the school as receptionist in a pleasant and professional manner
- ◇ Ability to accept responsibility, take direction, and work independently
- ◇ Must have good organizational skills and be able to meet deadlines
- ◇ Must have mid to high-level technology skills, including a working knowledge of Microsoft Office products and the ability to learn other school-related software programs
- ◇ Ability to type accurately and rapidly (65 wpm minimum); possess language skills including composition, punctuation, spelling, correct usage and ability to draft routing correspondence as directed by the principal
- ◇ Must have skill and accuracy in data input and have basic math skills
- ◇ Ability to communicate properly; orally and in writing
- ◇ Ability to relate well with students, parents, and fellow staff members - must possess a team-approach attitude
- ◇ Ability to serve as a role model and to interact positively with students
- ◇ Must be able to maintain confidentiality in all student- and work-related matters and loyalty to employer

### MINIMUM QUALIFICATIONS:

- ◇ Applicants must have a high school diploma or equivalent
- ◇ Experience working in an administrative assistant capacity
- ◇ Experience working with children in a school environment
- ◇ Valid First Aid/CPR card, or be willing to obtain
- ◇ Successful completion of a criminal records and fingerprint background check through the Colorado Bureau of Investigations

### PREFERRED QUALIFICATIONS:

- ◇ High level organizational skills with proven problem solving and interpersonal skills with experience providing complex, confidential administrative support to the Elementary Principal with tact and diplomacy
- ◇ Proven ability to work with multiple deadlines and multiple priorities maintaining an ability to work across a variety of projects in conjunction with diverse constituencies.

### DUTIES AND RESPONSIBILITIES: The Elementary Principal Administrative Assistant may perform all, or a combination of several of the following:

- ◇ Reports to the Elementary Principal and provides a wide range of administrative support including management of the Principal's calendar, schedule meetings, coordinate meeting logistics, and serving as a key point of contact for the Principal in a professional, courteous and helpful manner.
- ◇ Prepares a wide variety of correspondence; drafts, memos/letters and email in response to or on behalf of the Principal. Will assist the Principal with responsibilities that include: Elementary Chapel, Elementary and school wide events, building coordination, school calendar, newsletter inserts, and various teacher support functions.
- ◇ Execute a variety of tasks crucial to the efficient operation of the Elementary Office. Ensures the Elementary Office runs smoothly by working collaboratively with other office staff and maintaining an upbeat, positive attitude. Also assists with other administrative activities, assigned by the Principal, that support the function of the Principal as well as the district at large.
- ◇ Under the supervision of the Elementary Principal, coordinates and monitors a variety of programs and/or activities for Elementary and district wide (e.g. E.M.S. reservation system, Elementary school calendar, Open House, Parent Night, Parent Orientation, Elementary Chapel, school newsletter inserts, teacher workshops, building-in-service days, classroom and site staff coverage, travel and accommodations, extra programs)
- ◇ Maintains documents, files and records (e.g. administrative records, maintenance requests, building keys, office procedures, all forms, building personnel records, student files) for the purpose of providing up-to-date information.
- ◇ Oversees and assesses inventories and inventory systems of supplies and materials for the purpose of ensuring items availability.
- ◇ Orients new site personnel and families (e.g. substitutes and staff and mid-year families) regarding appropriate school and district practices (e.g. keys, folders, directions, building procedures) for the purpose of effectively assimilating new personnel into the site operations.
- ◇ Oversees office staff, student assistants, volunteers, etc. for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
- ◇ Prepares and produces a wide variety of written materials (e.g. schedules, event programs, school calendar, reports, memos, letters, newsletter love) for the purpose of documenting activities, providing written reference and/or conveying information.
- ◇ Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person for the purpose of providing information, facilitating communication among parties and/or providing direction.
- ◇ Other duties assigned by the Elementary Principal.