

CornerStone Preparatory School Application for Employment

CornerStone Preparatory School offers a distinctly different education for kindergarten through 12th grades. What makes us distinctly different is our ability to offer a fully-accredited education through the lens of a Biblical worldview which prepares our students for college, career, and life. It is our hope that students who are graduated from CornerStone Prep will develop exemplary character strengths, be ready to succeed in whatever path they choose in life, and fully contribute to our community.

Your interest in CornerStone Preparatory School is appreciated. Please submit your completed application, resume' or Curriculum Vitae, and a Cover Letter to c.lile@cornerstone-prep.com for consideration.

CornerStone Preparatory School practices equal employment opportunities without regard to race, color, national origin, marital status, gender, physical disability, medical condition, or age when enforcing all policies, practices, rules, and regulations.

Name:	Date of Birth:
Address:	Contact Number:
	Email Address:
Position Preference:	Grade Level Preference (if applicable):
Upon employment, can you provide proof of your legal right to work in the United States? Y or N	Have you ever been arrested or charged for a criminal offense other than a minor traffic violation (DUI is NOT considered a minor traffic violation)? Y or N <i>If yes, provide dates and explanation on a separate sheet of paper.</i>
Have you ever failed to be rehired, been asked to resign, resigned or retired to avoid termination, or have been terminated from employment? Y or N <i>If yes, provide dates and explanation on a separate sheet of paper.</i>	Have you ever had any finding of child abuse filed in your name? Y or N <i>If yes, provide dates and explanation on a separate sheet of paper.</i>
Have you ever been disciplined by an employer resulting in suspension? Y or N <i>If yes, provide dates and explanation on a separate sheet of paper.</i>	Does your name appear on any Sex Offender Database in any state or country? Y or N <i>If yes, provide dates and explanation on a separate sheet of paper.</i>
Are you a Veteran? Y or N	Can you perform all the essential job functions of the position for which you are applying with or without reasonable accommodation? Y or N <i>If no, please provide an explanation on a separate sheet of paper.</i>

1. Why are you interested in working at CornerStone Prep?

2. What do you perceive to be the responsibilities of an effective employee at CornerStone Prep?

3. What experiences and qualifications could further the mission and vision of CornerStone Prep both academically and spiritually?

4. Do you plan to enroll your child(ren) at CornerStone Prep? YES or NO

a. If no, why not?

5. Are there any other factors that should be considered in support of your application?

6. Briefly share your Christian testimony.

7. Please read the CornerStone Prep Mission Statement, Statement of Faith, Lifestyle Statement, Employee Qualifications, and Employee Code of Ethics and respond with one of the following choices:

- a. _____ I agree without reservation.
- b. _____ I agree with exceptions (please list exceptions).
- c. _____ I do not agree.

CornerStone Preparatory School

Mission Statement

Forging foundations for life.

Statement of Faith

Employees are expected to fully support the Statement of Faith. When identifying positions beyond the context of this statement, it should be done in such a manner that students are aware that there is diversity in some areas of biblical interpretation; students should also be made aware of what is a personal belief. Personal convictions of staff and students are to be respected. Emphasis is to be placed on our unity in the faith.

1. We believe in the Bible as the authoritative word of God.
2. We believe there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit.
3. We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His atoning death, His resurrection, His ascension to the right hand of the Father, and His expected return in power and glory.
4. 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.
5. We affirm that salvation is by grace through faith in our Lord Jesus Christ.

Lifestyle Statement

CornerStone Preparatory School is a non-profit Christian school organization. CSPS requires its employees to observe a Christian commitment as well as adhere to principles of personal conduct.

1. Christian Commitment

As a Christian School, it is an occupational requirement to be a Christian. As a Christian leader on staff at CornerStone Preparatory School, I understand that I am expected to be a Christ-like example at school and in the community. A Christian lifestyle should reflect the Biblical perspective of integrity and appropriate personal and family relationships, business conduct, and ethical behavior. Employees at CSPS are 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 when an issue arises with fellow employees or management.

2. Principles of Personal Conduct

The CSPS Statement of Faith expects employees to maintain a lifestyle based on biblical standards of moral conduct.

I agree to adhere to and support the following principles (on and off campus):

- a. I will be loyal to the mission of CornerStone Preparatory School as a Christ-centered institution.
- b. I will not engage in the use, sale, possession, or production of illegal drugs.
- c. I reject as acceptable all sexual activity not in agreement with the Bible.

Qualifications of Employees

The qualifications for employees include: full agreement with the Statement of Faith, a personal commitment to Christ, an attitude of support and enthusiasm for Christian education, Godly character, and a commitment to support the development of CornerStone Preparatory School.

1. Employees must be in full agreement with the Statement of Faith.
2. Employees will know Jesus Christ as their personal Savior and will exemplify a life of faith.
3. Employees will have an interest in the spiritual life and Christian education of children.
4. Employees will operate with personal integrity and appreciation of the values of Christian education.
5. Employees must be willing and capable of assuming responsibility.
6. Employees must work well with others and always operate as champions of CornerStone Prep.
7. Employees must be active in the church of their choice.

Code of Ethics

CornerStone Preparatory School is committed to the word of God and its authority regarding all matters of Christian faith and living. CornerStone Preparatory School faculty, staff, administration, and board members are expected to abide by the Biblical principles for conduct becoming a Christian. CornerStone Preparatory School will maintain these principles, with an attempt to respect the various Christian denominational traditions.

Highest standards of ethics are to be maintained by the faculty, staff, administration, and board members in working with students, their families, and colleagues. Personnel are expected to carry out their responsibilities with competence and professionalism, and to abide by the established policies and procedures of the school.

Instructional Strategies

1. Develop and implement lesson plans that fulfill the requirements of the school's curriculum program and show written evidence of preparation as required.
2. Prepare lessons that reflect accommodations for differences in student learning styles.

3. Present subject matter according to guidelines established by CornerStone Prep board policies and administrative regulations.
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students.
5. Conduct assessment of student learning styles and use results to plan instructional activities.
6. Work with other members of staff to determine instructional goals, objectives, and methods according to school requirements.
7. Plan and supervise assignments of teacher assistant(s) and volunteer(s).
8. Use technology to strengthen the teaching/learning process.

Student Growth and Development

9. Help students analyze and improve study methods and habits.
10. Conduct ongoing assessment of student achievement through formal and informal testing.
11. Assume responsibility for extracurricular activities as assigned. Sponsor outside activities approved by the principal.
12. Be a positive role model for students and support the mission of the school. Classroom Management and Organization
13. Create a classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students.
14. Manage student behavior in accordance with the student responsibilities as outlined in the student/parent handbook.
15. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
16. Assist in selection of books, equipment, and other instructional materials as required.

Communication

17. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
18. Maintain a professional relationship with colleagues, students, parents, and community members.
19. Use effective communication skills to present information accurately and clearly. Professional Growth and Development
20. Participate in staff development activities to improve job-related skills.
21. Keep informed of and comply with school regulations and policies for classroom teachers.
22. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
23. Attend and participate in faculty meetings and serve on staff committees as required.
24. Maintain confidentiality.

Personnel are expected to abstain from any form of harassment, including sexual harassment. Any form of harassment, including sexual harassment, is prohibited. Any incident of possible harassment should be brought immediately to the attention of the principal who will thoroughly investigate the matter. After reviewing all the facts, the principal, in coordination with the board of directors, will make a determination concerning whether reasonable grounds exist to believe that harassment has occurred. Disciplinary action, up to and including discharge, will be taken against any employee who is found to have engaged in harassment.

Sexual harassment includes:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters.
5. Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes.
6. Verbal sexual advances or propositions.
7. Verbal abuse of a sexual nature: graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
8. Physical conduct: touching, assault, impeding, or blocking movement.