



Little Flock Christian Academy
5500 North Preston Highway
Shepherdsville, KY 40165
Phone: (502) 957-7686
Fax: (502) 957-4122
www.littleflockchristianacademy.com

ADMINISTRATOR APPLICATION

Your interest in Little Flock Christian Academy is appreciated. We invite you to fill out this application and return it to our school office. If an opening occurs for which you may qualify, we will contact you to schedule a personal interview. We will also contact your references.

We realize that the key to a successful Christian School is its staff. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our prayer that God will fulfill His perfect will in the lives of all applicants.

A. WHO WE ARE

Mission Statement

The ministry of our Christian school is to lead young people to Christ and to turn them in the way they should go (Proverbs 22:6). With this in mind, we are committed to guiding children with a well-balanced education emphasizing character building and leadership skills. We believe with the church, the school, and the home working together, we can strive to make "Today's students tomorrow's leaders."

School Philosophy

Little Flock Christian Academy will provide a solid academic foundation and basic fundamentals of learning for the average and the above average child along with Christian training. There is a distinct emphasis on citizenship, integrity, and leadership. LFCA teachers are of the highest caliber and are educationally prepared to give each student a thorough scholastic background. Our teachers are selected, not only for their instructional skills and academic preparedness, but also for their love and understanding of children and God. Little Flock Christian Academy offers a program for students who desire a Christian education, with a Christian worldview perspective, in a Christian environment and who are capable of achieving in a program dedicated to academic excellence.

Statement of Faith

- We believe in the verbal inspiration and authority of the Scripture.
- We believe that the Bible reveals God, the fall of man, the way of salvation and God's plan and purpose for all people.
- We believe in God the Father, God the Son, and God the Holy Spirit, eternally existing as the Trinity.
- We believe that God created the Heavens and the Earth.
- We believe in the Deity, virgin birth, and bodily resurrection of Jesus Christ.
- We believe that eternal life comes when one personally places his faith in Jesus Christ as Lord and Savior.
- We believe in the visible and personal return of Jesus Christ.
- We believe that children are a heritage of the Lord and they are to be reared in the nurture and admonition of the Lord and that parents are responsible for training them to walk in the commandments of the Lord.

Statement of Final Authority on Matters of Faith and Conduct

The statement of faith does not exhaust the extent of our beliefs. The Bible is the sole source of all that we believe concerning truth, morality, and the proper conduct of man. For purposes of Little Flock Christian Academy's faith, doctrine, practice, policy, and discipline, our Senior Pastor at Little Flock Baptist Church is the final interpretive authority on the Bible's meaning and application.

Objectives of Little Flock Christian Academy

Little Flock Christian Academy seeks to attain certain goals and objectives in the administration of the school in dealing with the lives of students, teachers, and families. Those goals are:

- To introduce each child to Jesus Christ as his/her Savior and Lord
- To help each child develop to his/her highest level spiritually, mentally, emotionally, physically, and socially
- To uphold Jesus Christ as the model for all actions at all times
- To prayerfully seek God's will
- To honor and respect each person as a creation of God
- To commit to excellence in leadership by example
- To emphasize high academic standards
- To stress the importance of developing good reading skills in the early grades
- To create a school atmosphere that will be conducive to higher learning
- To cultivate positive attitudes and loyalty to Little Flock Christian Academy
- To promote partnership in Christian education among administration, faculty, parents and students
- To evaluate our program continuously in order to improve

Vision Statement

From day one, Little Flock Christian Academy has striven, and still strives to provide an affordable alternative to the traditional public school. Our faculty believes the ministry of our school is to lead young people to Christ and to train them in the way they should go. With this in mind, we are committed to guiding your children with a well-balanced education emphasizing citizenship, integrity, and leadership. With the church, the school, and the home working together we can succeed in building our next generation of Christian leaders.

We envision the community recognizing Little Flock Christian Academy as an invaluable asset through our missions program. With a renewed commitment to serving our local community, Little Flock Christian Academy students will have the opportunity to learn what it means to love thy neighbor through serving others. We are striving to serve first here in our Jerusalem, Bullitt County. Our missions program makes Little Flock Christian Academy unique when compared to other Christian schools.

Our motto has always been "Excellence through Academic Leadership." Excellence is not merely mastering all of the core educational standards; It is also defined as learning, implementing, and teaching Biblical truths. This is happening right here, right now at Little Flock Christian Academy. This is evident when you hear the prayers of our students.



Core Values

Depend on God

- Seek God's will, not mine. (John 5:30)
- Do Not to Limit God (Psalm 78:41)
- Pray Before Planning (Nehemiah 1, Ps. 16:7-8)
- Remember that we are a faith based ministry (direction and resources) (Hebrews 11:6)

Acknowledge that God is Preeminent; Our Creator

- God created the universe and does not need us (Acts 17:24-25)
- We exist because of Him (Revelation 4:11)
- God possess all power (Psalm 62:11)

Acknowledge that Truth is written in the Bible

- Follow the Bible (2 Chronicles 1:10)
- Only He can provide truth (Isaiah 55:8-9)
- Live in truth (2 Timothy 2:15)
- The Bible is profitable for teaching truth (2 Timothy 3:16-17)

Evangelize and Disciple (Matt. 28:19-20)

- Got to others and tell the Good News (Matthew 28:19-20)
- Keep Eternity in View (Eccles. 3:11)
- Prepare Students for Life (Col. 1:26-29)
- Develop the Individual's Spirit before Intellect (1 Thess. 5:23)

Be United (John 17:21, Rom. 12:16, Eph. 4:1-6)

- Be as one as Jesus and the Father are one (John 17:21)
- Follow the Principle of Matthew (18:15-17)
- Recognize the Uniqueness of Each Believer (Rom. 12:3-8)

Serve Others (Missions)

- Consider others more important than you (Philippians 2:3-4)
- Communicating the Message to others (Psalms 9:11)
- Teach the children at home (Deuteronomy 6:5-7)

Be good stewards of God's money

- Better to give than receive (Acts 20:35)
- Care for the Poor, the Fatherless, and the Orphan (James 1:27, Psalms 82:3-4)
- Providing for the Needs of Employees (Luke 10:7, I Timothy 5:17)



Expected Student Outcomes

- Students will develop a personal relationship with Jesus Christ (Galatians 5:25).
- Students will become lifelong learners by being proficient in reading, writing, thinking, mathematics, and science (Colossians 1:26-29).
- Students will consider others more important than themselves and will pursue a life of faith, goodness, self-control, perseverance, godliness, love, and kindness (Philippians 2:3-4).
- Students will have an appreciation of languages and cultures of other people, dispelling prejudice and showing biblical hospitality to strangers and those from foreign lands.
- Students will approach learning with a Christian worldview and be able to defend and articulate that view with an understanding of opposing views (Matthew 9:36).
- Students will be equipped to share the Gospel and disciple others (Matthew 28:19-20).
- Students will know how to utilize resources especially technology in order to find and evaluate information.
- Students will know the value of treating their bodies as a temple unto the Lord as it relates to health and moral living.
- Students will know God's word and apply it daily.
- Students will have the skills to question, solve problems, and make wise decisions.
- Students will be actively involved in a church community.
- Students will become active in social and civic activities.
- Students will have an appreciation for the natural environment and take care of God's creation.
- Students will be good stewards of their finances, time, and all other resources.
- Students will understand that work has dignity and is an expression of the nature of God himself.

Statement on Life

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 preborn babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that GOD DESIGNED MARRIAGE to be the lifelong union of one man and one woman, and only within the context of such a marriage does sexual intimacy have God's blessing. (Gen. 2:20-24; Mark 10:2-9; Hebrews 13:4).



B. APPLICANT'S NAME AND ADDRESS

Full name: _____

Application Date: _____ Date available: _____

Present address: Street _____

City _____ State _____ Zip Code _____

Length of time at this address? _____

Email Address: _____

Phone: Days _____ Evenings _____ Best time to call you? _____

Permanent address and phone number if different from present address

Please list any additional addresses where you have resided at any time during the past five years:

C. POSITION DESIRED

Please indicate 1st and 2nd administrative choices in the boxes below.

_____ Early Education Director _____ Secondary Principal

_____ Elementary Principal _____ K-12 Administrator

_____ Middle School Principal _____ Superintendent

How did you learn about the position for which you are applying? _____

Can you submit verification of your legal right to work in the US? Yes ___ No ___

Please list activities or sports for which you would be capable and willing to direct, sponsor, or coach. (Indicate grade or ability levels).

What would you like to be doing five years from now?



D. CHRISTIAN BACKGROUND

*** On a separate attached document, briefly give your Christian testimony.**

Please carefully read our **Statement of Faith** (on the first page) and indicate your degree of support.

____ I fully support the Statement as written without mental reservations.

____ I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct? Yes ___ No ___

Denominational preference? _____

What is your local church affiliation? _____

Are you presently a member in good standing? Yes ___ No ___ Years? _____

In what church activities are you involved and with what degree of regularity?

What other Christian service have you done since becoming a Christian?

To what extent do you believe you should become involved in Sunday and other weekday ministries of the sponsoring church or the church of which you are a member?

Describe your routine of personal Bible study and prayer.

What books have you read recently that have helped you spiritually?



E. PROFESSIONAL QUALIFICATIONS

*** Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.**

What degree or degrees do you hold?

Degree	Date Received	Issuing Institution
_____	_____	_____
_____	_____	_____

Major(s)

Minor(s)

Cumulative grade point average Bachelor's _____ Graduate work _____

Total units **after** date of Bachelor's degree _____ Semester or _____ Quarter

Sequentially list your teaching experience with most recent first:

School's Name	Grades or Subjects	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any other educational advantages that you have had including opportunities for missions.

List any books or articles that you have read recently that have helped you to grow professionally.

Do you have an ACSI Administrator certificate? Yes ___ No ___

What level? _____ Remains valid for _____ years.



Do you have a state principal's certificate? Yes ___ No ___ State? _____

What kind? _____ Remains valid for _____ years.

Endorsement(s) List semester hours in endorsement area(s)

If you do not hold a certificate, what requirements do you lack?

*** Please attach photocopies of any certificates held.**

Have you had any courses in the Philosophy of Christian Education? If so, where and when?

If not, would you be willing to take such a course by correspondence or otherwise? Yes ___ No ___

F. PERSONAL PHILOSOPHY

*** On a separate attached document, please label and succinctly answer in one or two paragraphs each of the questions below.**

- A. Why do you wish to be an administrator in a Christian school?
- B. What are the main characteristics that distinguish a Christian school from a public school?
- C. What is your philosophy of discipline?
- D. What areas do you feel are your strengths...weaknesses?
- E. What do you believe about the origin of the earth and mankind?
- F. Please summarize any additional information that you would like to present regarding your candidacy for this position.



G. EMPLOYMENT HISTORY

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on another document.

1. Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

2. Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

3. Employer _____

Position _____ Dates of Employment _____

Address _____

Supervisor's Name and Phone Number _____

Reason for leaving _____

Have you ever worked under a different name for any of the employers listed? Yes ___ No ___
If so, what was the name or names?

Have you served in the military? Yes ___ No ___
If yes, what type of training or education did you receive?



H. PERSONAL REFERENCES

Do not list family members or relatives for references. You will also need to sign the **Reference Release Form** that is attached and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service. **List your current pastor first.**

Name/Complete Address	Phone	Position
1. _____ _____		
2. _____ _____		
3. _____ _____		

Give three references who are qualified to speak of your professional training and experience.

Name/Complete Address	Phone	Position
1. _____ _____		
2. _____ _____		
3. _____ _____		



APPLICANT'S CERTIFICATION AND AGREEMENT

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

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that 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 and agree that I will be paid and receive benefits only through the day of release.

I authorize Little Flock Christian Academy to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who 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 position.

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 offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

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.

Signature of Applicant

Date



AUTHORIZATION TO RELEASE REFERENCE INFORMATION

I have made application for a position as a _____ with Little Flock Christian Academy. I have authorized the school to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals that 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 all other matters related to my suitability for employment.

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 Little Flock Christian Academy, 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 Little Flock Christian Academy.

I agree that a photocopy or facsimile copy of this document and any signature shall be considered for all purposes as the original signed release on file.

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

Applicant's Name (Print) Date

Applicant's Signature

