



## School Administrator Application

But those who trust in the Lord will find new strength.  
They will soar high on wings like eagles.  
They will run and not grow weary.  
They will walk and not faint.  
Isaiah 40:31

PO Box 2103  
115 Ute Street Ignacio, CO 81137  
970-563-0692  
[www.hopecommunitychristianacademy.org](http://www.hopecommunitychristianacademy.org)  
[hopecommunitychristian@hotmail.com](mailto:hopecommunitychristian@hotmail.com)

**Administrator Application**

**Date of Application** \_\_\_\_\_

Your interest in Hope Community Christian Academy is appreciated. We invite you to fill out this application and return it to our school. If an opening occurs for which you may qualify, we will notify you and arrange for 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. 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.

**Hope Community Christian Academy**

Name: \_\_\_\_\_

(last)

(first)

(middle)

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Personal Data**

Birth date: \_\_\_\_\_ Citizenship Status: US Citizen \_\_\_\_\_ Other \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Other \_\_\_\_\_

Are you currently employed? \_\_\_\_\_

Why do you desire to make a change from your present position?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever been arrested or convicted of a crime? If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_

**References**

Please give four (4) references.

1) Professional- 2 names

2) Spiritual- 2 names

Name	Mailing Address	Phone #	Official Position
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**Personal Views and Beliefs**

Present church membership:

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Areas of church involvement:

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Describe your routine of personal Bible study and prayer.

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What is your attitude toward working with those of other races and those of other denominational beliefs?

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**Education and Professional Training**

School or Institution:	Course	Degree	Date
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High School:			
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College/University:			
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Graduate Work:

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Other:

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Teaching Certificates: State \_\_\_\_\_ Exp. Date \_\_\_\_\_ Level \_\_\_\_\_

Added Endorsements:

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Special Training: CPR \_\_\_\_\_ First Aid \_\_\_\_\_ Other \_\_\_\_\_

**Teaching/School Administrator Experience**

*Should you be offered a position, copies of your teaching and/or administrator certificates must be provided to the school for inclusion in your personnel file.*

Sequentially list your teaching experience with most recent first.

Location/School

Grade

Dates (From-To)

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List any other professional advantages that you have had, ie. school/educational leadership opportunities, curriculum development, etc.

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**Personal and Educational Philosophy**

What is your approach to leadership in a school setting, especially in a school with staff and parents working closely and collaboratively?

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What do you consider to be your true strengths as an educator and a leader?

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**Future  
Plans**

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

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Please summarize any additional information you would like to present regarding your application for this position.

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

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**Application Requirements:**

Cover Letter/Letter of Interest, Job Application, Copies of professional licenses, Current Resume

Please email your application and additional documents to [hopecommunitychristian@hotmail.com](mailto:hopecommunitychristian@hotmail.com)

Hope Community Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, or other school-administered programs.

## STATEMENT OF FAITH

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### **Purpose Statement**

Hope Community Christian Academy exists to glorify God, providing hope for the future, developing Christ-like leaders by partnering with families in Christian education (Phil. 2:12-16).

### **Mission Statement**

Serving Christ, educating children, and empowering families (Deut. 6).

### **Vision Statement**

We want to see everyone we serve walking in the truth and accomplishing their full potential in Christ (3 Jn. 1:4).

### **What We Believe**

**The Bible** [all the books of the Old and New Testament] is the true written message of God to the world. The writers of the Bible were inspired by God and are therefore completely trustworthy. The Bible is the final authority on all matters to which it speaks.

**There is one God**, who exists forever in perfect community as three persons: Father, Son, and Holy Spirit.

**Jesus Christ is fully man and fully God.** He is the perfect reflection of God's character and glory. He lived a sinless life and offered himself as the only perfect sacrifice for the sins of all people by dying on the cross. All who believe in Him are declared righteous on the basis of His death and resurrection. He rose physically from the dead and will return again to earth to reign forever with those who are His.

**Humans are created in the image of God**, but each one has fallen short of God's perfect standard and is in need of salvation.

**Salvation from our sinful condition is a free gift from God to us.** It is not something we earn or deserve. It is offered in grace and received by faith in Jesus Christ alone.

### **Non-Denominational Position**

These statements are based on essential Christian beliefs that we strongly support as the primary doctrine for teaching. HCCA does not promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student. Other doctrinal issues upon which this ministry has no official stance will be considered secondary doctrine and will not be taught. In the event secondary doctrine is brought up, students will be referred back to the family and church for final authority. We desire to remain united in the salvation and love of Christ, avoiding any dissension that may be caused by denominational distinctions.