



“...that they might
be called trees of
righteousness”

Houghton Academy Online, an independent, Christian secondary school, invites qualified applicants for the following positions to provide online education for the 2020-2021 school year.

All applicants are expected to review the **Expectations, Certifications and Responsibilities** page.

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|-------------------------------|--|
| NOTICE OF JOB VACANCY: | TEACHERS (Full Time & Part Time) Teachers will work from home and will need to meet technical requirements for the delivery of instruction. |
| POSITION: | Secondary teachers (grades 9-12) to teach online HS and potentially college dual credit courses (w/necessary credentials). These are home based positions. <ul style="list-style-type: none">• Business• Christian Studies/Bible• English Language Arts• Fine Arts• Foreign Language (Spanish & French)• Health & Physical Education• Informational Technology• Math• Science• Social Studies |
| STARTING DATE | August 24, 2020 |
| QUALIFICATIONS: | Applicants must possess a Bachelor's degree in the applicable area(s) and have had student teaching or teaching experience. Experience working in a virtual platform is preferred. |
| SALARY: | Competitive |
| APPLICATIONS: | Qualified candidates should submit a letter of interest, application, resume and list of references to human.resources@houghton.academy . |
| APPLICATION DEADLINE: | August 14, 2020 |

Houghton Academy Online Expectations, Certifications and Responsibilities

EXPECTATIONS:

The teacher shall prayerfully help students learn attitudes, skills and subject matter that will contribute to their development as mature, able and responsible Christians. Applicants must have a personal faith in our Lord Jesus Christ and believe firmly that the Bible is God's word and the ultimate standard for faith and daily living. Houghton Academy Online is committed to employing faculty and staff who are mature Christians and who are equipped to communicate these values through both instruction and personal example.

CERTIFICATION:

Qualified faculty will possess teaching certification or be progressing towards certification either through their state or through our accrediting organization, the Association of Christian Schools International (ACSI). ACSI certification is expected for continued employment at Houghton Academy Online. Guidance, support and continuing educational credit opportunities will be provided faculty throughout the certification process.

RESPONSIBILITIES:

Instructional:

- Take ownership for students' academic progress, communicate high expectations and take an active interest in each student's achievement;
- Integrate Biblical principles, discussion and prayer into your instruction;
- Conduct a minimum of two live synchronous lessons weekly;
- Schedule and be accessible for your students a minimum of two additional periods weekly;
- Asynchronously support Houghton Academy Online's mission and vision through communication with students and their parents, planning course objectives, preparing learning plans, and using data to support student needs;
- Collaborate with local/regional/national teams and teacher trainers regarding instruction, resources, interventions and data-driven decision making;
- Demonstrate a willingness to grow professionally through work with administrators, your colleagues and PD providers
- Under guidance from school administration, augment course content according to prescribed policies and procedures using appropriate asynchronous and synchronous tools;
- Maintain grade book; make placement and promotion decisions by generating formal and informal reports regarding student progress, alerts administrators to concerns about student performance and progress.

Relationship Building:

- Establish and maintain positive rapport with families and regularly communicate with students and learning coaches/parents;
- Support students and learning coaches with the set-up and maintenance of their learning environment including basic computer troubleshooting;
- Understand how both diverse and unique characteristics of students and their families impact learning;
- Work collaboratively with other teachers to ensure that all students are successfully progressing through the program, that parents have a central point of contact and that tasks are distributed among the stakeholders;
- Respond to students, parents, and colleagues in a timely manner.

Faculty will participate in a comprehensive new teacher training and induction program that includes learning about integrating online resources, best instructional practices and how to monitor student progress through our learning management system. This program provides an opportunity to meet and work with colleagues while learning how to effectively deliver curriculum in an online environment and help your students grow in their faith.

Other Required Qualifications:

- Pedagogical knowledge of content being taught and the ability to apply critical thinking;
- Knowledge of state content standards and ability to align those with the K12 curriculum;
- Ability to embrace change and adapt to ensure excellent student outcomes;
- Ability to problem solve independently and have a high level of organization;
- Understand the interdependency of deadlines for multiple courses and work collaboratively to effectively manage competing deadlines;
- Ability to work independently, typically 5-7 hours a week/per course;
- Ability to maintain a professional home office during the workday, typically 8:00 -3:15 or as defined by the school;
- Access to reliable high-speed internet;
- Proficient in Microsoft Excel, Outlook, Word; PowerPoint;
- Ability to rapidly learn and adapt to new technologies and teaching platforms;

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Faculty will follow additional instructions, and perform other related duties, as assigned by their supervisor.



Application Professional/Administrative

APPLICANT NAME & ADDRESS

Full Name: _____

Application Date: ___/___/___ Date Available: ___/___/___

Present Address: _____

Email Address: _____

Phone: Days (____) _____ Evenings (____) _____

POSITION DESIRED

Position applying for _____

How did you learn about this job position ?

Can you submit verification of your legal right to work in the U.S.? Yes ____ No ____

PERSONAL BACKGROUND

Are you presently being investigated or under a procedure to consider your discharge for misconduct by your present employer? Yes ____ No ____

Has any employer ever subjected you to disciplinary action, suspended, terminated, or asked you to leave a job or volunteer position on the grounds of any unlawful sexual behavior, or violation of an employer's sexual misconduct or harassment policy? Yes ____ No ____

Have you ever been charged in civil or criminal proceedings with improprieties regarding children? Yes ____ No ____

Have you ever entered a plea of guilty, a plea of "no contest" (nolo contendere), or has any court ever deferred further proceedings without entering a finding of guilt and placed you on probation or in a public service or education program for any crime other than a minor traffic offense? Yes ____ No ____

If you answer "Yes" to any of the above questions, please attach a separate sheet indicating the nature of the suit, offense, date, court, and disposition or other appropriate explanation. A conviction record will not automatically be a bar to employment.

CHRISTIAN BACKGROUND

On separate paper, please briefly give your Christian testimony, including your current faith-walk. Please include areas of Christian service, devotional life, church-life, and other relevant information.

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 ____

Please carefully read our Statement of Faith and indicate below your degree of support. If you strongly hold any doctrines that are not on the statement, please explain in your Christian background paper.

____ I fully support the Statement as written without reservations.

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

PROFESSIONAL QUALIFICATIONS

Please attach copies of your resume and university transcripts (if not previously submitted). Should you be considered as a finalist for a position, official copies of your university transcripts will be required to be submitted for inclusion in your personnel file.

PERSONAL REFERENCES

Give three references (non-family) that are qualified to speak of your spiritual experience and Christian service, List your current pastor/overseer first.

| | Name | Position | Phone | Email |
|----|-------|----------|-------|-------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |

Give three references that are qualified to speak of your professional training and experience. List your current or most recent supervisor first.

| | Name | Position | Phone | Email |
|----|-------|----------|-------|-------|
| 1. | _____ | _____ | _____ | _____ |
| 2. | _____ | _____ | _____ | _____ |
| 3. | _____ | _____ | _____ | _____ |
| 4. | _____ | _____ | _____ | _____ |

APPLICANT'S CERTIFICATION AND AGREEMENT

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

I hereby certify that the facts set forth in this application 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 that I will be paid and receive benefits only through the day of release.

I authorize Houghton 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 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 Houghton 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 Houghton Academy.

As I will be working with children, I understand that I must submit to a background 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 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

STATEMENT OF FAITH

We believe:

That the scriptures of the Old and New testaments are fully inspired of God, and inerrant in the original writings, and that they are of supreme and final authority for faith and practice.

That there is one God, eternally existing in three persons: Father, Son, and Holy Spirit.

That God created man and the entire universe by special operation of divine power.

In the fall of man and the consequent sinful nature of all mankind which necessitates a divine atonement.

In Jesus Christ as truly God and truly man, and in His virgin birth, His matchless teachings, His vicarious death, His bodily resurrection, and His promised second coming.

In justification by grace through faith and in regeneration by the Holy Spirit, who makes the penitent believer a new creature in Christ and commences His lifelong sanctifying work.

That the Christian may be filled with the Holy Spirit, or sanctified wholly, as a definite act of divine grace wrought in the heart of the believer to take full possession, cleanse and equip for service on condition of total surrender and obedient faith.

In the personal existence of Satan.

In the bodily resurrection of the dead, of the saved to everlasting blessedness and of the lost to everlasting punishment.

DECLARATION OF MORAL INTEGRITY

Our school expects all of its employees and its volunteers with unsupervised access to children to model the same Christian values and lifestyle that it seeks to inculcate in its students. As an applicant for a ministry position as an employee or as a volunteer at **Houghton Academy**, I recognize, understand, and agree to live by the Christian moral standards of the school.

I declare that during the past year I have not engaged in, at the current time I am not engaging in, and promise that I will not during the term of my employment or volunteering, engage in inappropriate sexual conduct. All employees agree that the Scripture dictates standards of sexual behavior and expectations. Any promiscuity, homosexuality, deviant sexual behavior, engaging in sexual relations outside the bonds of marriage (including premarital sex, adultery) are forbidden and as such violates the requirement of being a role model. Such deviation from Scriptural standards is grounds for termination.

I declare that the above statement is factual and true. My signature below indicates that I meet the moral integrity standards and Christian role model lifestyle requirements of this Christian school.

Applicant's printed name

Applicant's signature

Date

Administrator's signature after discussion with applicant

Date