**KEOKUK CHRISTIAN ACADEMY**

**SERIES 400**

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**DISTRICT**

**POLICY NO. 400**

**PERSONNEL**

**ROLE OF AND GUIDING PRINCIPLES FOR EMPLOYEES**

This series of the board manual is devoted to the board's goals and objectives for employees in the performance of their jobs. Employees provide a variety of important services for the children of the school district community. Each employee plays a vital role in providing an equal opportunity for a quality education for students commensurate with the students' individual needs.

While the teachers have the most direct impact on the formal instruction of students, all employees have an impact on the school environment by their dedication to their work and their actions. As role models for the students, employees shall promote a cooperative, enthusiastic, and supportive Christ-like learning environment for the students.

In striving to achieve a quality education program, the board's goal is to obtain and retain qualified and effective employees. The board shall have complete discretion to determine the number, the qualifications, and the duties of the positions and the school district's standards of acceptable performance. It shall be the responsibility of the administrator to make recommendations to the board in these areas prior to board action.

Board policies in this series relating to general employees will apply to employees regardless of their position as a licensed employee, classified employee, substitute or administrator.

**DISTRICT**

**POLICY NO. 401**

**PERSONNEL**

**NON-DISCRIMINATION**

Subject to the Constitution of the United States and all applicable state and federal laws, Keokuk Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administers programs.

Keokuk Christian Academy reserves the right to institute hiring and enrollment practices based on the school’s mission statement and philosophies. Keokuk Christian Academy is a Christian school that reserves its right to make employment and enrollment decisions consistent with its sincerely held religious beliefs.

**DISTRICT**

**POLICY NO. 401.1**

**PERSONNEL**

**NON-DISCRIMINATION - HIRING**

Subject to the Constitution of the United States and all applicable state and federal laws, Keokuk Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, national or ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administers programs.

Keokuk Christian Academy reserves the right to institute hiring and enrollment practices based on the school’s mission statement and philosophies. Keokuk Christian Academy is a Christian school that reserves its right to make employment and enrollment decisions consistent with its sincerely held religious beliefs.

Keokuk Christian Academy does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies (including hiring), admissions policies, athletic, or other school administered programs. Keokuk Christian Academy reserves the right to institute hiring practices based on the school’s mission statement, statements of faith and philosophies. Keokuk Christian Academy is a Christian school that reserves its right to make employment decisions consistent with its sincerely held religious beliefs.

**DISTRICT**

**POLICY NO. 402**

**PERSONNEL**

**BOARD OF TRUSTEES RELATIONSHIP with ADMINISTRATOR**

Selecting and retaining the finest administrative leadership is a main purpose of the Keokuk Christian Academy Board of Trustees. The board’s sole connection to the operational organization, its achievement, and its conduct will be through the administrator.

Only decisions of the Board acting as a body, by majority vote, are binding on the administrator.

Decisions or instructions of individual trustees, officers, or teams are not binding on the administrator, except in rare instances when the board has specifically authorized such exercise of authority.

The Board will instruct the administrator through written policies that prescribe the organizational results to be achieved, and describe organizational situations and actions to be avoided, allowing the administrator to use any reasonable interpretation of these policies.

**DISTRICT**

**POLICY NO. 403**

**PERSONNEL**

**ADMINISTRATOR DUTIES**

Keokuk Christian Academy’s administrator is responsible for the following Essential Responsibilities.

GENERAL RESPONSIBILITIES AND ADVOCACY/COMMUNITY RELATIONS

1. Be a tireless, passionate, bold, and articulate supporter and promoter of the KCA mission, the school, and Christian education
2. Fulfill the roles of listener, communicator, supporter, advocate, shepherd, problem solver, organizer, scheduler, planner, and caretaker

LEADERSHIP/CULTURE BUILDING

1. Serve as the chief executive officer, the chief public relations officer, the chief operations officer, the chief financial officer, the chief curriculum director, and the chief human resource officer
2. Set the culture and climate of the school district and its community by remaining positive, visionary, and committed to providing an excellent education and work/learning environment for all faculty, staff, and students
3. Oversee the overall administration of the school system, functioning as the chief officer of the school and being ultimately responsible for the operation and representation of the school as a whole
4. Carry out administrative and supervisory duties in accord with school policy as adapted by the School Board
5. Submit all required state reports.
6. Ensure accreditation through Christian School International and oversee all accreditation activities, including the school improvement plan and its implementation

SCHOOL BOARD RELATIONS, POLICY IMPLEMENTATION

1. Attend all School Board meetings, acting as an advisor to the Board
2. Responsible for the development of administrative policies for implementing board policy
3. Advise the Board of problems arising that are not covered by policy or procedure
4. Design and provide for the implementation of all school policies
5. Preparation of reports, including data, to be shared with the Board regarding the welfare and general functions of the school system
6. Carry out the decisions made by the Board

PERSONNEL

1. Responsible for all aspects of the hiring process, including but not limited to, overseeing all employee relations, recruitment, hiring, placement, orientation, job descriptions, evaluations, professional development/training, and contractual agreements
2. Supervise all faculty and staff members
3. Provide for yearly evaluations of all personnel
4. Lead all employee reassignments, reduction in time, termination, and non-renewal of contract procedures

FINANCES AND FUNDRAISING

1. Develop the annual budget in conjunction with the Board
2. Oversee and direct all school revenue, income, expenses, and spending
3. Provide support for all alternative revenue and/or scholarship activities

ENROLLMENT AND STUDENTS

1. Supervise the enrollment of new students
2. Supervise the keeping of complete cumulative student records
3. Provide tours to new families and school visitors

INSTRUCTIONAL LEADERSHIP

1. Supervise all school-wide instructional programs and events
2. Supervise and annually evaluate faculty members
3. Support faculty and staff in their professional growth – Maintain and encourage a learning environment that fosters student-centeredness, growth, innovation, and creativity

COMMUNICATION AND CONFLICT

1. Provide consistent communication and updates to faculty, staff, trustees, parents, and school supporters
2. Mediate faculty, staff, student, and parent disputes and concerns as they arise
3. Seek to stimulate an interest in Christian education in the Tri-State area and beyond
4. Oversee all crisis response protocols

OTHER

1. Provide for faculty and student safety on campus and at school-sponsored events
2. Other duties as assigned by KCA school board, in conjunction with NTCC elder board

**DISTRICT**

**POLICY NO. 404**

**PERSONNEL**

**ADMINISTRATOR EVALUATION**

The Board of Trustees will annually evaluate the administrator. The purpose of evaluating the administrator is to improve the quality of Christian education offered to the students, to improve the professional performance of the staff, to improve the efficiency and effectiveness of the daily operations, to improve the Board’s performance as a vision-focused leadership body, and to improve the administrator’s professional performance in leading.

**DISTRICT**

**POLICY NO. 405**

**PERSONNEL**

**PROCESS OF HIRING**

The quality of the hiring process sets the tone for a mutually satisfying relationship between the school and the candidate and communicates to the candidate the values of Keokuk Christian Academy. Every effort is made to make the hiring process appropriately transparent, with this transparency provided through timely and accurate communication. We believe the greatest asset we have in advancing our mission is our staff. Therefore, we seek to fill all positions at Keokuk Christian Academy with exceptional individuals, those who express our Christian beliefs founded upon our statements of faith and those who will be able to help us fulfill our mission.

**Steps:**

Once a position becomes open, the administrator is responsible for following these steps:

1. Analyze the position and its job description
2. Make adjustments (job description, FTE/hours worked, etc) accordingly
3. Communicate the opening with all staff sharing the process moving forward
4. Advertise the position using whatever avenues are available or selected by the School Board
5. Begin accepting application materials
6. Organize the interview team. Members may include administrator, staff and school board members
7. Screen applications materials according to the job description and requirements. Call references
8. Send the top candidates to the interviewing team
9. Interview candidates - create schedule, communicate with interviewing team and candidate(s), arrange an interviewing location
10. Conduct interviews - share the interviewing process and timeline with each candidate at the end of the interview
11. Discuss candidates with the interview team - second interviews may be conducted when deemed necessary
12. Offer employment opportunity with selected candidate, contingent on the candidate passing a background check
	1. Ensure the background check is completed
	2. Candidates will be limited to 5 days to make a decision regarding KCAs offer - Extensions may be given at the discretion of the administrator
	3. In the case a candidate does not pass the background check, the administrator should consider offering the position to the interviewed runner up candidate
13. Should the candidate pass the background check and accept the position, communicate with other interviewing candidates who did not receive an offer that the position is filled
14. Once the interviewing candidates have been contacted that they did not receive the position, announce the selected candidate to the staff, followed by a public announcement
15. Continue communication with the new employee, answering any questions they may have, complete financial paperwork, and connecting them with their mentor

NOTE: At any time, the administrator may choose to take steps beyond what is described or alter the steps when deemed necessary in making an employment decision.

**DISTRICT**

**POLICY NO. 405.1**

**PERSONNEL**

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

Subject to the United States Constitution, and all applicable state and federal laws, Keokuk Christian Academy does not discriminate in its employment or admission practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, contact the school’s Equity Coordinator (KCA”s administrator), 1578 Hilton Road, Keokuk, IA 52632, administrator@keokukca.com, 319.524.5752. KCA reserves the right to institute hiring and enrollment practices based on the school’s mission statement and philosophies.

Keokuk Christian Academy reserves the right to use religion and creed as hiring criterion for all positions, due to the mission and nature of Keokuk Christian Academy as a faith-based institution, with all jobs necessary to further Keokuk Christian Academy’s religious mission. All employees are responsible for complying with the district’s equal employment opportunity policy.

The district reserves the right to use sexual orientation and gender identify as hiring criterion for all positions, due to its mission and statement of faith of the district as a faith-based institution. All employees are responsible for complying with the district’s equal employment opportunity policy.

**DISTRICT**

**POLICY NO. 405.2**

**PERSONNEL**

**ADA/DISABILITY ACCOMMODATION**

In compliance with the Americans with Disabilities Act (ADA) and applicable state law, Keokuk Christian Academy will not unlawfully discriminate against qualified applicants or employees with disabilities who can perform the essential functions of their jobs with or without reasonable accommodations. The district will not discriminate based on disability or perceived disability in hiring, promotion, discharge, compensation, job training, classification, referral, or any other aspects, terms, or conditions of employment.

**DISTRICT**

**POLICY NO. 405.3**

**PERSONNEL**

**CANDIDATE APPLICATION FORM**

Keokuk Christian Academy requires all applicants to submit the Application form below along with their resume and letter of interest when applying for a vacancy. Other materials may be requested of the candidate.

 **Keokuk Christian Academy (KCA)**

**Personal Information**

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

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

(Last) (First) (Middle)

Sex:\_\_\_\_\_\_\_\_\_\_\_ Other Surnames Reflected on Employment or Educational Records:\_\_\_\_\_\_\_\_\_\_\_

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

(Number and Street, PO Box) (City, State) (Zip Code)

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

(Number and Street, PO Box) (City, State) (Zip Code)

Telephone Numbers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Daytime) (Evening)

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

Church Membership:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you been previously employed by KCA? \_\_\_\_ If so, when and in what capacity? \_\_\_\_\_\_

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

By way of my signature, I verify that I am *not* currently under contract with any other school for the upcoming school year. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature)

**Record of Training**

 High School, College, University

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Institution** | **Years Attended** | **Degrees/Certificates Received** | **Majors/Minors** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Record of Experience**

 Employment - List employment beginning with most recent

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Organization/School District** | **Address****(include Phone Number)** | **Dates of Employment****(to - from)** | **Supervisor** | **Job Description/ Teaching Assignment** | **Reason** **For** **Leaving** |
|  |  |  |  |  |  |
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**Professional Skills**

 Description of professional skills related to position

|  |
| --- |
|  |

**References**

 Include two professional references who have supervised you in an

employment/professional setting (may include student teaching).

Do not include relatives.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Position** | **Address** | **Phone Numbers** | **Email Address** | **Relationship to You** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Certification Information**

Have you ever plead “guilty” or “no contest” to or been convicted of a crime? Yes No

If so, please explain on a separate page.

Have you ever been the subject of an investigation of an allegation of physical abuse, sexual misconduct, sexual harassment, or an offense relating to children? Yes No

Have you ever been discharged from a position or asked to resign? Yes No

If so, please explain on a separate page.

Are you legally eligible for employment in this country? Yes No

Is there any emotional, mental, or physical condition that you are presently experiencing or have experienced that may affect your ability to teach on a day-to-day basis?

 Yes No

If so, please explain on a separate page.

**Personal Response**

Please respond to the questions in brief statements (300 words or less).

Describe an ideal Christian school.

|  |
| --- |
|  |

Why is Christian education important? Why do you want to teach in a Christian school?

|  |
| --- |
|  |

How did you hear about this open position?

Friend – List Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relative – List Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KCA Employee – List Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Applicant Statement**

I hereby declare that the information contained in this application is true, complete, and correct. I authorize, without reservation, Keokuk Christian Academy and its representatives, employees, and/or agents to make any investigation of my personal, education, and employment history and my background.

I understand and support the mission, philosophy, and statement of faith held at Keokuk Christian Academy. I also understand that if I were to become an employee of the school, I would be expected to be committed to behavior that is in keeping with biblical principles and the employee norms. My work and interactions with faculty, staff, and students should promote Christian convictions and maturity, give glory to God, and further His Kingdom.

I am a Christian and believe the Scripture of the Old and New Testaments to be the inspired Word of God, the only infallible rule of faith and practice. The Bible reveals the way of salvation in Jesus Christ (my Savior and Redeemer and Lord of all creation),

Keokuk Christian Academy Faculty Application requires a life of obedience to the Lord, and provides the key to understanding, to finding, and to interpreting purpose in life. I affirm and wholeheartedly agree with and commit to following the school’s statement of faith, mission statement, and policies.

Applicants must also seek to obey Scripture’s instructions that all are called to put off things like sexual immorality, impurity, lust, evil desires, and greed as well as things such as anger, rage, malice, slander, and filthy language, and to put on an attitude of compassion, kindness, humility, gentleness, patience, and, of course, love (Colossians 3).

I agree to follow the school’s Christian Code of Conduct should I be hired. If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the

employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law.

This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary are valid unless they are in writing and signed by the head of school.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that the federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any offer of employment is contingent on a successful background check.

I understand that any information provided by me that is found to be false, incomplete, or misrepresented in any respect, will be sufficient cause to eliminate me from further consideration for employment, or may result in my immediate discharge from the employer’s service, whenever it is discovered.

***DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT***

**I certify that I have read, fully understand, and accept all terms of the foregoing Applicant Statement.**

**Signature of Applicant:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_

Subject to the United States Constitution, and all applicable state and federal laws, KCA does not discriminate in its employment or admissions practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this

policy, please contact the school’s Equity Coordinator, KCA Administrator, 1578 Hilton Road, Keokuk, IA, administrator@keokukca.com.. KCA reserves the right to institute hiring and enrollment practices based on the school’s mission statement, statement of faith and philosophies.

**DISTRICT**

**POLICY NO. 405.4**

**PERSONNEL**

**CANDIDATE REFERENCES**

The administrator shall call a minimum of two references prior to offering a contract. AT least one reference shall be a previous employer, preferably the candidate's supervisor.

The school will use the following form to check references.

**SCREENING INSTRUMENT**

Candidate’s Name: Vacancy Position: (Circle One) Administrator Teacher Secretary Associate

Screener’s Name: Screening Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Reference’s Name** | **Relationship to Candidate** | **Employer** |
|  |  |  |

1. How long have you known \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(candidate’s name)?
2. In what capacity have you known the candidate?

Supervisor Colleague Friend Family Other:

1. What years did you work with or know this candidate?
2. What was the candidate’s position of employment when you worked together?
3. Describe 3 of the most dynamic strengths this candidate possesses.
4. Describe 3 areas this candidate has that you consider to be areas of improvement or weaknesses.
5. Are you aware of any negative disciplinary actions taken against the candidate? Yes No If yes, please describe what happened.
6. Describe the candidate's attendance? Were they punctual?

1. Was the candidate responsible for their job performance?

1. Keokuk Christian Academy is a Christian preschool through 12th grade school district. Do you have any reservations at all regarding this candidate being hired to work with children within a Christian school?

**DISTRICT**

**POLICY NO. 405.5**

**PERSONNEL**

**NEW EMPLOYEE ORIENTATION**

New employees will be oriented into Keokuk Christian Academy by an established process, such as the example below.

**New Employee Orientation Checklist**

***WELCOME to KEOKUK CHRISTIAN ACADEMY******~ We are so pleased you have joined our team!***

*Please note that depending on the type of hire, some of the items listed may or may not be relevant. Make face-to-face contact with each of the persons listed below. Each person will help you work through the steps listed under their name.*

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Hire:\_\_\_\_\_\_\_

**KCA Administrator**

administrator@keokukca.com

* Tour of Facilities
* Tour of Classroom, HVAC controller
* Building Access
* Pay period, W-4 State & Federal
* Mandatory Reporter, documentation
* Bloodborne Pathogens, documentation
* Ethics for Iowa Educators, documentation
* Right to Know, documentation
* Statement of Faith
* Employee Handbook, signature
* Background Check
* Google- Email, Drive, Calendar
* District Website
* REMIND app
* District Calendar

**Mentor** (assigned annually by administrator)

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

* Curriculum- Teacher Guides & Student Books
* Teaching Schedule
* Online Grading System
* Grading- Qtr/Sem Timeline, Scale
* Classroom Furniture- Teacher & Student
* Classroom Technology
* Student Attendance, Tardy
* School Lunch, Milk Cards
* Pledges- American, Christian, Bible
* Instructional Routines
	+ Morning- Calendar, Schedule, Pledges, etc
	+ Lunch
	+ End of Day
* Chapel, Specials
* Recess- rules, expectations
* Field Trips
* Outside Instruction
* Evacuation Procedures
	+ Fire
	+ Tornado
	+ Intruder
* Mailbox, School Forms
* Student Class List
* Printing/Copying/Laminating
* District Supplies, CPTA
* Curriculum- Abeka Scope/Sequence

**DISTRICT**

**POLICY NO. 406**

**PERSONNEL**

**NON-CERTIFIED FACULTY - PROFESSIONAL DEVELOPMENT**

Non-certified faculty must submit annual plans to the administrator that evidence professional development of at least 20 clock hours or the equivalent state requirement. Approved activities include coursework, seminars, conferences, mentoring, book study, and on-line classes/professional development videos such as Abeka. Non-certified faculty who work less than full-time must submit an annual plan to the administrator that demonstrates professional development hours equivalent to the percentage of their contract. These plans must be submitted on or before May 15 annually.

Professional development hours for all non-certified faculty are to be submitted in the accredited school’s annual Christian Schools International reporting.

**DISTRICT**

**POLICY NO. 407**

**PERSONNEL**

**TEACHER/STAFF EVALUATION and INSTRUMENT**

Keokuk Christian Academy’s administrator will evaluate teachers and staff annually using an evaluation instrument approved by the Board.

**Teacher Evaluation Instrument**

|  |  |  |
| --- | --- | --- |
| **Teacher Name** | **Class Observed** | **Time / Date** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **EXCELLENT Performance****100% - 90%** | **SATISFACTORY Performance****89% - 70%** | **UNSATISFACTORY Performance****69% - 0%** |
| **Teaching Strategies** | * Uses a range of teaching strategies that adapt to students’ intelligence, learning styles, individual, and unique needs
 | * Uses a limited range of teaching strategies that adapt to students’ intelligence, learning style, individual, and unique needs
 | * Uses teaching strategies that are not adapted to students’ intelligence, learning style, individual, and unique needs
 |
| **Developmental Strategies** | * Applies appropriate strategies to teach to the developmental abilities of students
 | * Inconsistently applies appropriate strategies to teach to the developmental abilities of students
 | * Does not apply appropriate strategies to teach to the developmental abilities of students
 |
| **Respect** **for** **Students** | * Demonstrates respect for each student as an individual learner
 | * Teacher/Student interactions are generally appropriate, but teacher displays interactions that are characterized by negativity
 | * Interaction with students are demeaning or disrespectful
 |
| **Sensitivity toward Student Behaviors** | * Demonstrates sensitivity to student behaviors that are characteristic of the individual
 | * Demonstrates a limited sensitivity and understanding of student behaviors that are characteristic of the individual
 | * Lacks sensitivity and/or understanding of student behaviors that are characteristic of the individual
 |
| **Planning****and****Delivering****Instruction** | * Planning and delivery of instruction follow the logical progression by which students gain mastery of the content area
 | * Planning or delivery of instruction contains gaps or sequencing errors by which students gain mastery of the content area
 | * Instruction does not follow logical progression by which students gain mastery of the content area
 |
| **Assessment of Learning** | * Applies appropriate strategies to accurately assess the stage of the students’ subject knowledge
 | * Inconsistently assesses the stage of the students’ subject knowledge
 | * Fails to assess the stage of the student’s subject knowledge
 |
| **Relates Content to other Areas** | * Consistently relates content area to other content areas and to life applications
 | * Inconsistently relates content area to other content areas and to life applications
 | * Seldom or never relates content area to other content areas and to life applications
 |
| **Communication** | * Clearly and accurately communicates procedures (e.g., sharing syllabi, grading policies, behavioral expectations, etc.) to teachers, parents, and administration
 | * Communication of procedures (e.g., sharing syllabi, grading policies, behavioral expectations, etc.) to teachers, parents, and administration is sometimes unclear or not accurate
 | * Communication of procedures (e.g., sharing syllabi, grading policies, behavior expectations, etc) to teachers, parents, and administration is unclear, no accurate, or nonexistent
 |
| **Record Keeping and****Submission** | * Consistently maintains accurate, complete, and up-to-date records (e.g., attendance, lesson plans, progress reports, grades, etc) and submits necessary information on or before deadlines
 | * Inconsistently maintains accurate, complete, and up-to-date records (e.g., attendance, lesson plans, progress reports, grades, etc) and submits necessary information on or before deadlines
 | * Does not maintain accurate and up-to-date records and/or submits necessary information on or before deadlines
 |

I am aware of the information contained within this evaluation and have had the opportunity to discuss the results with my administrator.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Staff Evaluation Instrument**

|  |  |
| --- | --- |
| **Staff Name:** |  |
| **Job Position:** |  | **Date of Evaluation:** |  |

**Key**: “E” = Exceeds Performance “A” = Acceptable Performance “N”= Needs Improvement

 (observed 100-90% of the time) (observed 90-80% of the time) (observed 79-0% of the time)

**KNOWLEDGE**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **E** | **A** | **N** |
| 1. Makes effort to improve knowledge necessary for job performance |  |  |  |
| 2. Knowledge of Job: Understands all requirements |  |  |  |
| 3. Organization of Assigned Tasks: Has well-organized methods & plans to fulfill job |  |  |  |
| 4. Sufficient knowledge of the job to organize and prioritize tasks |  |  |  |

**SKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **E** | **A** | **N** |
| 1. Resourceful in completing assigned tasks |  |  |  |
| 2. Follows directions |  |  |  |
| 3. Communication: |  |  |  |
|  a. Demonstrates effective communication and interpersonal skills |  |  |  |
|  b. Maintains confidentiality of families, staff, and students |  |  |  |
|  c. Requests clarification when instructions are not clear  |  |  |  |
| 4. Quality of Work: Accurate and thorough |  |  |  |
| 5. Demonstrates independent work habits |  |  |  |

**ABILITIES**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **E** | **A** | **N** |
| 1. Demonstrates a positive attitude and is courteous and patient |  |  |  |
| 2. Cooperative toward public and co-workers |  |  |  |
| 3. Adjusts appropriately to new conditions, duties, and responsibilities |  |  |  |
| 4. Attendance: Is punctual and regular in attendance |  |  |  |
| 5. Accepts suggestions for improvement then appropriately acts to implement change |  |  |  |
| 6. Remains calm, rational, and productive (problem-solver) |  |  |  |
| 7. Timeliness: Completes tasks on time to meet deadlines  |  |  |  |
| 8. Employee abides by district policies and employee handbook |  |  |  |
| 9. Employee makes connections/collaboration with other district/school employees |  |  |  |

I am aware of the information contained within this evaluation and have had the opportunity to discuss the results with my administrator.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Evaluator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**DISTRICT**

**POLICY NO. 408**

**PERSONNEL**

**TERMINATION OF EMPLOYMENT, REASSIGNMENT, RESIGNATION, NON-RENEWAL**

Keokuk Christian Academy administrator shall have cause for immediate termination for the following reasons:

* The employee does not meet qualifications or conditions, as stated in Keokuk Christian Academy’s mission or statement of faith
* There is a situation of misconduct or other serious behavioral/emotional/physical/social issues, especially circumstances involving risk to students, to other employees, to school supporters, to the overall operation of the school, to the positive workplace of the school, and/or to the school’s reputation.
* Any other reason that the administrator deems necessary, working from the understanding that the school is an at-will employer.

The administrator shall have cause for termination based on the results of an evaluation process.

The administrator shall have the authority to reassign faculty and staff members. Reassignment can include a reduction of or increase in the number of hours worked per week or a reduction or increase in contract percentage, including days/times the employee works.

The administrator shall have full ownership and responsibility for all hiring processes, following policy throughout.

Employees shall provide the administrator written intent to resign at least 3 weeks prior to their departure.

The administrator shall have the authority to not renew an employee contract based upon enrollment factors or operational funding.

**DISTRICT**

**POLICY NO. 409**

**PERSONNEL**

**VOLUNTEER POLICY**

All persons who serve as volunteers must agree with and abide by the policies of the school and affirm and follow the school’s Statement of Faith.

Every position at the school must be carried out to promote the highest quality of Christian education. Every position is important to fulfill the faith-based educational mission of the school, including volunteers.

The school’s administrator shall ensure all volunteers do the following:

* All volunteers that come into school to assist during instructional time (when students are present in the building) must agree to the school’s Statement of Faith.
* A classroom teacher must get approval from the administrator if they would like a volunteer in their classroom, either temporarily or permanently. The approval must occur before the volunteer would begin serving in the classroom.
* Classroom teachers are responsible for overseeing volunteers who are working in their classrooms.
* Volunteers working with students in small groups or in one-on-one situations must be in a highly visible area. In no circumstances may a volunteer be alone with a student in a non-visible area.
* If the volunteer is unknown to school employees, the volunteer will be required to complete a background check, which may include fingerprinting, before being allowed to work directly with students. Any cost associated with the background check will be paid for by the volunteer.

**DISTRICT**

**POLICY NO. 410**

**PERSONNEL**

**HARASSMENT / BULLYING**

At Keokuk Christian Academy, harassment/bullying of student against teacher, student against student, adult staff against student, student against adult staff, or teacher/staff against teacher/staff is unlawful and contrary to our religious beliefs and the commitment of KCA to provide a stable learning and working environment. School authorities will not tolerate any harassment or bullying. It is the policy of KCA that all contact between students, teachers, and other adult employees is in keeping with respect for all persons at school.

1. Statement of Policy
	1. School employees, volunteers, and students in school, on school property, or at any school function or school-sponsored activity shall not engage in harassing and/or bullying behavior.
	2. School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of harassment or bullying.
	3. School employees, volunteers, parents or guardians, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate investigation of suspected harassment and bullying.
	4. The administrator is to provide a work environment free of unlawful harassment, actual or perceived. The administrator is to prohibit sexual harassment and any other harassment. The administrator is to take all reasonable steps to prohibit, prevent, and eliminate harassment by or toward employees, non-employees, and/or students, or anyone who may have a job-related contact with Keokuk Christian Academy employees.
		1. Harassment and bullying are construed to mean any electronic, written, verbal, or physical act related to the specified traits or characteristics and include student vs. student, student vs. staff, staff vs. staff, and staff vs. student.
2. Definitions
	1. Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward a student or employee which is:
		1. Based on any actual or perceived trait or characteristic of the student or employee, and
		2. Creates an objectively hostile environment that meets one or more of the following conditions:
			* 1. Places the student or employee in reasonable fear of harm to the student’s or employee’s person or property.
				2. Has a substantially detrimental effect on the student’s or employee’s physical or mental health.
				3. Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.
	2. Sexual harassment, one of the forms of harassment prohibited by this policy, is defined as follows:
		1. Unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, or otherwise creating an intimidating, uncomfortable, bothersome, hostile, or offensive working or learning environment.
		2. Making submission to, or rejection of, such conduct on the basis for employment or educational decisions affecting any person.
	3. All harassment is prohibited and includes, but is not limited to, the following behavior:
		1. Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, or comments.
		2. Visual conduct such as derogatory and/or sexually-oriented posters, photography, cartoons, drawings, video, or gestures.
		3. Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work.
		4. Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss, and offers of employment benefits in return for sexual favors.
		5. Retaliation for having reported or threatened to report harassment. This policy applies to all phases of employment (whether on- or off-campus, and whether it occurs during or after regular business hours), including, but not limited to, recruiting, testing, hiring, upgrading, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training.
	4. The following activities, absent substantial aggravating factors, occurring inside or outside the classroom, do not constitute harassment or bullying:
		1. Instruction and participation in lessons and worship services.
		2. Discussions and debate concerning issues important to Christian faith.
		3. Electronic, written, verbal, and physical interpretation of biblical Scripture, and religious texts, music, and opinion.
		4. Witnessing and faith sharing.
3. Reporting
	1. Suspected incidents of harassment and bullying should be reported within 24 hours. Students may report to a teacher, staff or administrator and should discuss the incident with the student’s parent or guardian. Employees must report to the administrator. The administrator is responsible for receiving reports and ensuring the Anti-Harassment/Anti-Bullying Policy is implemented.
4. Investigation
	1. The administrator or his/her designee will promptly and thoroughly investigate suspected incidents of bullying and harassment. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes harassment or bullying under this policy.
5. Consequences for Violators
	1. Individuals responsible for conduct in violation of this policy will be subject to consequences and remedial action. Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees), expulsion (for students), or criminal charges if they are filed.

**DISTRICT**

**POLICY NO. 410.1**

**PERSONNEL**

**SEXUAL and PHYSICAL ABUSE**

At KCA, sexual harassment of student against staff, staff against student, student against student, any other adult employee against student, student against any adult employee, or staff against staff is unlawful and contrary to our religious beliefs and the commitment of KCA to provide a stable learning and working environment. School authorities will not tolerate any sexual harassment. It is the policy of KCA that all contact between students, teachers, and other adult employees is in keeping with respect for all personnel at KCA.

Sexual harassment includes making unwelcome sexual advance, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive working or learning environment. All students and all school employees are expected to conduct themselves with respect for the dignity of another.

Any KCA personnel who has concerns about the nature of any conduct or physical contact by an adult employed by the school, by a student, or by a member of the public should immediately report this concern to the administrator. All personnel are encouraged to report any conduct or contact that makes them feel uncomfortable, is bothersome, or is contrary to a stable working or learning environment.

All such reports will be investigated immediately by school authorities. Civil authorities will handle criminal charges. Anyone found to have violated this policy will be subject to disciplinary action up to and including expulsion from school if they are a student, termination from employment if they are an employee, or criminal charges if they are filed.

All such reports will be handled discreetly to maintain confidentiality in order to avoid

embarrassment and to protect the person making the report. However, it should be understood

that this school is required by law to report child abuse to the appropriate social agency that

protects the rights of individuals in such cases.

KCA currently has two employees trained as Level I investigators: KCA Administrator, Lead Investigator, and Shelley Coddington, Alternate Investigator. Level I investigators handle harassment or abuse reports between an adult employee to a student.

Corporal punishment, such as shaking, slapping, hitting, or spanking a student, is not permitted by the school, even with the permission of the parent. Physical force may be used only in those

extreme cases when it is deemed essential for the purpose of protecting self, the student, or others.

**DISTRICT**

**POLICY NO. 410.2**

**PERSONNEL**

**MANDATORY REPORTER**

All faculty and staff members are considered mandatory reporters, which means that they must report any suspected abuse of a child, as mandated by state law.

All employees must take the state mandatory reporter training within 30 days of hire.

Employees should report their suspicions to the administrator. After that, the administrator will investigate the suspicions and involve the faculty/staff members as necessary and appropriate.

In situations where there is suspected child abuse, parents or others may also report such suspected problems to the administrator.

Once reported, the administrator may start an investigation using a trained Level I Investigator. The purpose of an investigator is to conduct a preliminary investigation to determine if there is probable reason to believe that physical or sexual abuse may have occurred. If the investigator determines that this is a possibility, an investigation must be conducted by someone who is not a school employee, moving the situation to Level II. The Keokuk Police Department will provide an investigator for this purpose.

Keokuk Christian Academy students have the right to be physically safe when interacting with any school employee. If at any time a child feels uncomfortable because of inappropriate touching or comments, the Level I Investigator must be informed.

**KCA Level I Investigator KCA Alternate Investigator**

KCA Administrator Shelley Coddington, Teacher

**DISTRICT**

**POLICY NO. 411**

**PERSONNEL**

**JOB DESCRIPTIONS**

Keokuk Christian Academy develops and maintains job descriptions for the following employment categories.

* Administrator - certified/exempt status
* Teacher - certified/exempt status
* Secretary - classified/non-exempt status
* Paraprofessional/Associate - classified/non-exempt status

**DISTRICT**

**POLICY NO. 411.1**

**PERSONNEL**

**JOB DESCRIPTIONS - ADMINISTRATOR**

**Administrator Job Description**

Title: KCA Administrator Employment Status: Exempt

Supervisor: KCA School Board in conjunction with the NTCC Elder Board

Supervises: All school employees

Evaluation: Performance on the job will be evaluated by the school board, in conjunction with

NTCC elder board, in relationship to this job description and board policy

**MISSION STATEMENT**

Keokuk Christian Academy’s mission is to provide an educational program of academic excellence in an environment of Christian love and to provide our students with Bible training conducive to building Christian character.

**MINISTRY PURPOSE**

This position is designed to fulfill the faith-based mission statement, philosophy, and purpose of Keokuk Christian Academy through the diligent, excellent fulfillment of assigned essential requirements and essential responsibilities.

**ESSENTIAL REQUIREMENTS**

1. In order to fulfill the mission of the school, it is important that this position follow all school policies, procedures, and philosophies, located in the employee/staff handbook and other sources, both written and verbal
2. Wholeheartedly agree to and fulfill the school’s statement of faith and Christian code of conduct

**QUALIFICATIONS**

1. Must have the qualifications and certification to possess a current administrator licensure, including an evaluator endorsement
2. Demonstrates success as a Christian school administrator
3. Understand, support, follow, and fulfills the mission of Keokuk Christian Academy, including following all policies and implementing procedures
4. Wholeheartedly agrees to and fulfills the school’s statement of faith and Christian code of conduct
5. Ability to effectively work and communicate with students, parents, school supporters, faculty and staff
6. Ability to show leadership with students, parents, school supporters, faculty, and staff
7. Understand, articulate, and exemplify teaching, learning, and leading from a Restoration Christian perspective
8. Demonstrate a love for learning and serving others

**ESSENTIAL RESPONSIBILITIES**

GENERAL RESPONSIBILITIES AND ADVOCACY/COMMUNITY RELATIONS

1. Be a tireless, passionate, bold, and articulate supporter and promoter of the KCA mission, the school, and Christian education
2. Fulfill the roles of listener, communicator, supporter, advocate, shepherd, problem solver, organizer, scheduler, planner, and caretaker

LEADERSHIP/CULTURE BUILDING

1. Serve as the chief executive officer, the chief public relations officer, the chief operations officer, the chief financial officer, the chief curriculum director, and the chief human resource officer
2. Set the culture and climate of the school district and its community by remaining positive, visionary, and committed to providing an excellent education and work/learning environment for all faculty, staff, and students
3. Oversee the overall administration of the school system, functioning as the chief officer of the school and being ultimately responsible for the operation and representation of the school as a whole
4. Carry out administrative and supervisory duties in accord with school policy as adapted by the School Board
5. Submit all required state reports.
6. Ensure accreditation through Christian School International and oversee all accreditation activities, including the school improvement plan and its implementation

SCHOOL BOARD RELATIONS, POLICY IMPLEMENTATION

1. Attend all School Board meetings, acting as an advisor to the Board
2. Responsible for the development of administrative policies for implementing board policy
3. Advise the Board of problems arising that are not covered by policy or procedure
4. Design and provide for the implementation of all school policies
5. Preparation of reports, including data, to be shared with the Board regarding the welfare and general functions of the school system
6. Carry out the decisions made by the Board

PERSONNEL

1. Responsible for all aspects of the hiring process, including but not limited to, overseeing all employee relations, recruitment, hiring, placement, orientation, job descriptions, evaluations, professional development/training, and contractual agreements
2. Supervise all faculty and staff members
3. Provide for yearly evaluations of all personnel
4. Lead all employee reassignments, reduction in time, termination, and non-renewal of contract procedures

FINANCES AND FUNDRAISING

1. Develop the annual budget in conjunction with the Board
2. Oversee and direct all school revenue, income, expenses, and spending
3. Provide support for all alternative revenue and/or scholarship activities

ENROLLMENT AND STUDENTS

1. Supervise the enrollment of new students
2. Supervise the keeping of complete cumulative student records
3. Provide tours to new families and school visitors

INSTRUCTIONAL LEADERSHIP

1. Supervise all school-wide instructional programs and events
2. Supervise and annually evaluate faculty members
3. Support faculty and staff in their professional growth – Maintain and encourage a learning environment that fosters student-centeredness, growth, innovation, and creativity

COMMUNICATION AND CONFLICT

1. Provide consistent communication and updates to faculty, staff, trustees, parents, and school supporters
2. Mediate faculty, staff, student, and parent disputes and concerns as they arise
3. Seek to stimulate an interest in Christian education in the Tri-State area and beyond
4. Oversee all crisis response protocols

OTHER

1. Provide for faculty and student safety on campus and at school-sponsored events
2. Other duties as assigned by KCA school board, in conjunction with NTCC elder board

**DISTRICT**

**POLICY NO. 411.2**

**PERSONNEL**

**JOB DESCRIPTIONS - TEACHER**

**Teacher Job Description**

Title: Teacher Employment Status: Exempt

Goal: Shall prayerfully help students learn attitudes, skills, and subject matter that will

contribute to their development as mature, able, and responsible Christians who will make a transforming influence in their world to the praise and the glory of God

Supervisor: KCA Administrator

Evaluation: Performance on the job will be evaluated by the KCA Administrator in

relationship to this job description and board policy

**MISSION STATEMENT**

Keokuk Christian Academy’s mission is to provide an educational program of academic excellence in an environment of Christian love and to provide our students with Bible training conducive to building Christian character.

**MINISTRY PURPOSE**

This position is designed to fulfill the faith-based mission statement, philosophy, and purpose of Keokuk Christian Academy through the diligent, excellent fulfillment of assigned essential requirements and essential responsibilities.

**ESSENTIAL REQUIREMENTS**

1. In order to fulfill the mission of the school, it is important that this position follow all school policies, procedures, and philosophies, located in the employee/staff handbook and other sources, both written and verbal
2. Wholeheartedly agree to and fulfill the school’s statement of faith and Christian code of conduct

**EDUCATION**

All candidates must either have the qualifications and certification to possess a current teacher licensure either through a Christian school association or a state teaching licensure board OR have a 4 year degree requiring 20 hours of documented professional development annually.

**PERSONAL QUALIFICATIONS**

* Be deeply committed to a consistent daily walk with Jesus Christ, spend time daily in personal devotions and prayer, and faithfully attend a local, Bible-believing church
* Show by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ
* Motivate students to accept God’s gift of salvation and to grow in their faith
* Understand, support, and fulfill the mission of Keokuk Christian Academy, including following all policies and implementing procedures
* Understand, articulate, and exemplify teaching and learning from a Restoration Christian perspective
* Possess the ability to work gracefully with parents, students, and school staff to develop a unified and successful educational program
* Demonstrate the ability to accept and carry out responsibilities, and make competent, professional decisions
* Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and in agreement with school policy
* Demonstrate a love for learning and serving others

**PROFESSIONAL QUALIFICATIONS**

Teachers will be expected to:

* Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning
* Integrate biblical principles and the Christian philosophy of education through the curriculum and activities by building on a biblical-worldview foundation in every area
* Assess the learning of students on a regular basis and maintain regular and accurate attendance and grade records to meet the demands for a comprehensive knowledge of each students’ progress
* Use acceptable English in written and oral communication – Speak with clear articulation
* Have adequate knowledge of computer technology in order to post grades, communicate with parents/staff, and present lessons using classroom technology devices
* Demonstrate preparation and skill in working with students from diverse cultural, economic, and ability backgrounds
* Cooperate with the administration in implementing all policies, procedures, and directives governing the operation of the school
* Be present daily at least half an hour before children arrive and at least half an hour after children depart – Attend staff meetings regularly and on time – Be present for special functions after school and occasionally in the evening
* Attend and actively participate in scheduled devotional, professional development, committee, faculty and parent-teacher organizational meetings
* Recognize the need for good public relations – Represent the school in a favorable and professional manner to the school’s constituency and the general public
* Meet everyday stress with emotional stability, objectivity, and optimism
* Perform other duties as assigned by the school administration

**CLASSROOM MANAGEMENT**

Each teacher will:

* Enforce the school’s discipline policy
* Maintain a clean, attractive, well-organized classroom
* Identify individual student needs and work with colleagues and other learning professionals to offer every opportunity for success to each student
* Supervise students in different settings as needed, including recess, cafeteria, classrooms, chapel, assemblies, on field trips, and after school activities
* Grade and return student work promptly
* Send out assignments and pertinent information weekly

**PHYSICAL REQUIREMENTS**

Teachers are regularly required to:

* Stand and walk; talk clearly; hear; operate a computer, hand-held learning devices, and other equipment; reach with hands and arms; bend; stoop; twist; and lift and/or move up to 40 pounds
* Handle multiple tasks with energy and good organizational skills
* Supervise students learning and/or playing outdoors in different weather conditions

**DISTRICT**

**POLICY NO. 411.3**

**PERSONNEL**

**JOB DESCRIPTIONS - SECRETARY**

**School Secretary Job Description**

Title: School Secretary Employment Status: Non-Exempt

Goal: Shall prayerfully help students learn attitudes, skills, and subject matter that will

contribute to their development as mature, able, and responsible Christians who will make a transforming influence in their world to the praise and the glory of God

Supervisor: KCA Administrator

Evaluation: Performance on the job will be evaluated by the KCA Administrator in

relationship to this job description and board policy

**MISSION/MINISTRY PURPOSE**

This position is designed to fulfill the faith-based mission statement, philosophy, and purpose of Keokuk Christian Academy through the diligent, excellent fulfillment of assigned essential requirements and essential responsibilities

**EDUCATION**

All candidates must have a high school diploma to apply for this position

**ESSENTIAL REQUIREMENTS**

* In order to fulfill the mission of the school, it is important that the school secretary follow all school policies, procedures, and philosophies, located in the employee handbook and other sources, both written and verbal
* Wholeheartedly agree to and fulfill the school’s statement of faith and Christian code of conduct
* Demonstrate a love for serving others, for students, and for Restoration Christian education
* Possess a strong work ethic, displaying drive and initiative
* Demonstrate dependability, responsibility, flexibility, and good listening skills
* Ability to effectively work and communicate with parents, visitors, students, administrators, faculty, and staff - both verbally and in writing
* Work well independently and as a collaborative team member
* Display a positive attitude and the willingness to try something new
* Demonstrate a calm demeanor under stressful and time-sensitive situations
* Ability to focus on details
* Demonstrates basic proficiency with technology and office tasks and procedures
* Maintain confidentiality regarding school business

**ESSENTIAL RESPONSIBILITIES**

* Creates a positive culture and climate welcoming visitors, students, parents, faculty, staff, and school supporters while providing excellent customer service to all school stakeholders
* Provide leader support that assists the administrator(s)
* Perform duties as the primary school receptionist - Ensure the front desk is covered at all times
* Maintain inventory of office and school supplies, including but not limited to, instructional supplies, textbook supplies, and textbook workbooks.
* Serve as the school’s purchasing agent for all orders - purchasing, receiving, and distributing
* Ensure daily student attendance is taken following district protocols - Make phone calls home to check on absent students as needed
* Oversee and manage all student enrollment and registration, including Kindergarten Round Up
* Coordinate school pictures
* Update student records and cumulative files, maintaining current information
* Maintain complete immunization records
* Maintain student medical information, distribute medicines per parent/doctor direction, and manage student injury appropriately per the seriousness of the injury
* Assist with copy requests, as needed
* Distribute mail and other shipped items
* Order, distribute, and collect Iowa Assessment Tests
* Create and distribute parent directory
* Create and distribute school monthly calendars
* Coordinate lunch and milk ordering and payment plus coordinating menus with distributor
* Other duties as assigned by administration

**DISTRICT**

**POLICY NO. 411.4**

**PERSONNEL**

**JOB DESCRIPTIONS - PARAPROFESSIONAL/ASSOCIATE**

**Paraprofessional Job Description**

Title: Paraprofessional Employment Status: Non-Exempt

Goal: Shall prayerfully help students learn attitudes, skills, and subject matter that will

contribute to their development as mature, able, and responsible Christians who will make a transforming influence in their world to the praise and the glory of God

Supervisor: KCA Administrator

Evaluation: Performance on the job will be evaluated by the KCA Administrator in

relationship to this job description and board policy

**MISSION/MINISTRY PURPOSE**

This position is designed to fulfill the faith-based mission statement, philosophy, and purpose of Keokuk Christian Academy through the diligent, excellent fulfillment of assigned essential requirements and essential responsibilities

**EDUCATION**

All candidates must have a high school diploma to apply for this position

**ESSENTIAL REQUIREMENTS**

* In order to fulfill the mission of the school, it is important that this position follow all school policies, procedures, and philosophies, located in the employee handbook and other sources, both written and verbal
* Wholeheartedly agree to and fulfill the school’s statement of faith and Christian code of conduct
* Display interest, enthusiasm, initiative, evidence of seeking professional growth, and the willingness to try something new
* Display understanding of paraprofessional roles and responsibilities
* Ability to effectively work and communicate with parents, visitors, students, administrators, faculty, and staff - both verbally and in writing
* Work well independently,ask for help or seek clarification, and willingly accept and carry out assignments
* Willingness to put in essential time and effort needed
* Attend work regularly, be punctual to work assignments, and thorough in completion
* Understand, articulate, and exemplify learning from a Restoration Christian perspective
* Complete quality work
* Complete all professional training required for the position
* Possess a strong work ethic, displaying drive and initiative
* Demonstrate dependability, responsibility, flexibility, and good listening skills
* Display a positive attitude and the willingness to try something new
* Demonstrate a calm demeanor under stressful and time-sensitive situations
* Ability to focus on details
* Demonstrates basic proficiency with technology and office tasks and procedures
* Maintain confidentiality regarding school business
* Demonstrate a love of learning and serving others

**ESSENTIAL RESPONSIBILITIES**

* Work with students individually or in small instructional groups, carrying out teacher plans and directives - Co-teach with the classroom teacher, as needed and appropriate
* Interact positively with students, demonstrating respect and care
* Work with students to meet their needs, displaying resourcefulness and confidence
* Provide support and concern for student learning, health, and safety
* Recognize individual learning styles and work well with those styles
* Prepare for working with students in groups or individually and gather appropriate materials needed
* Demonstrate competence in the teaching and/or reinforcement of skills and curriculum content
* Work as a collaborative team player with the classroom teacher, other paraprofessionals, school staff, and administrators
* Manage student behavior
* Maintain a professional relationship with students, faculty, staff, and administrators
* Respect and maintain confidentiality
* Accept guidance and suggestions - offer ideas for work improvement
* Use time well with students
* Remain aware of classroom and school routines
* Perform non-instructional duties consistently
* Other duties as assigned and appropriate