



EASTERN CHRISTIAN SCHOOL

50 Oakwood Avenue, North Haledon, NJ 07508 | 973.427.6244 | association@easternchristian.org

APPLICATION

Eastern Christian School Substitute Teacher

BIOGRAPHICAL INFORMATION

Date _____

Name _____ Phone _____

Address _____
street city state zip

Date of Birth (optional) _____ Social Security Number (optional) _____

Do you have any physical condition which might affect your teaching performance?

YES NO If yes, explain _____

Are you currently available for substitution? YES NO Available in the future? YES NO

Approximately when? _____

Grade or subject preference _____

Preschool Elementary Middle High School

SPIRITUAL LIFE

Church Affiliation _____

Do you subscribe to the Eastern Christian Schools, Code of Ethics (attached), Statement of Philosophy and Statement of Faith (given below)? YES NO

"I hereby solemnly declare that I believe the Scriptures of the Old and New Testaments to be the Word of God, the only infallible rule of faith and practice; and that I sincerely receive and adopt the Belgic Confession, the Heidelberg Catechism and the Canons of Dort as setting forth the system of truth taught in the Holy Scriptures."

Signature

Attach a statement of any significant exceptions or reservations.

TRAINING RECORD

School Name _____

Date of Graduation _____

Elementary _____ / _____

High School _____ / _____

College Or University _____ / _____

Degree _____ Date Received ___/___/___ Certification YES NO Type _____

PRACTICE TEACHING EXPERIENCE

Name and address of school _____

Subjects or Grades _____

Supervisor's Name and/or Position _____

ACADEMIC WORK SINCE RECEIPT OF DEGREE

Please list courses beyond highest degree

AREAS OF PROFESSION IMPROVEMENT SINCE DEGREE

Distinctions (i.e., awards, scholarships, honors) _____

College activities (i.e., offices, music, art, drama, journalism, sports) _____

SERVICE RECORD

List of schools in which you have taught

Institution	Position	Subjects or Grades	Dates
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Reason for Leaving _____

Institution	Position	Subjects or Grades	Dates
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Reason for Leaving _____

REFERENCES

List below at least three people who will testify to your character and teaching

Name	Position	Address	Phone Number
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EASTERN CHRISTIAN SCHOOL IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, OR NATIONAL ORIGIN.



**EASTERN CHRISTIAN
SCHOOL**

PRESCHOOL/ELEMENTARY

25 Baldin Dr
Midland Park, NJ 07432

MIDDLE SCHOOL

518 Sicomac Ave
Wyckoff, NJ 07481

HIGH SCHOOL

50 Oakwood Ave
North Haledon, NJ 07508

www.easternchristian.org

CODE OF ETHICS and PROFESSIONAL BEHAVIOR

PREAMBLE

As teachers and administrators in the schools of the Eastern Christian School Association, we recognize that our calling to the profession is based upon our commitment to God as Creator and Lord and to His Word as the standard for faith and living. We recognize that while the parents of our students are primarily responsible before God for the instruction of covenant youth, the Christian school is the medium which they have chosen to enlist our partnership in fulfilling this responsibility. We recognize the Board of Eastern Christian School Association as the governing authority delegated by the parents to see that the schools are administered well.

Within this framework we as Christian educators affirm our belief in the worth and dignity of man as a being created in the image of God. We recognize our obligations to pursue the truth, to encourage scholarship and to promote meaningful Christian citizenship in our democracy. We regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of educational opportunities for all.

We acknowledge our responsibility to practice our profession according to the ethical standards as revealed in the Word of God and expressed in the basic Reformed principles to which our Christian school community subscribes.

COMMITMENT TO THE STUDENT

We measure success by the progress of each student toward the achievement of his maximum potential as a child of God. We therefore work to stimulate the spirit of inquiry and the acquisition of knowledge and understanding. We seek to guide the student in the making of his own commitment to the claims of Christ and in the formulation of his personal goals in the Kingdom of God.

In fulfilling our obligations to the student, we --

1. Cultivate the spiritual life of the student in all our relationships with him.
2. Strive to deal justly and considerately with each student, taking particular note of individual and cultural differences and needs.
3. Encourage the student to study varying points of view, ever holding before him the norms of the Word of God.
4. Seek constantly to improve learning facilities and opportunities.
5. Withhold confidential information about a student or his home unless it is required by law or unless we deem that its release serves professional purposes without unnecessarily hurting the student or his home.
6. Make discreet use of available information about the student.
7. Conduct conferences with or concerning students in an appropriate place and manner.
8. Give counsel willingly to a student whenever necessary.
9. Refrain from commenting unprofessionally about a student or his home.
10. Tutor only in accordance with officially approved policies.
11. Inform appropriate individuals and agencies of the student's educational needs and assist in providing an understanding of his educational experiences.

COMMITMENT TO THE COMMUNITY

We acknowledge the responsibility delegated to us by the EC Community to educate its covenant youth. We therefore accept our obligation to participate in the development of a sound Christian educational program and to interpret this program to the supporting community.

In addition, we have a responsibility to the broader community. We are obligated to assist in the development of public educational programs and policies and to interpret these to the public also.

In fulfilling our obligation to the EC community, we--

1. Will maintain an active communicant membership in an evangelical Protestant church and such affiliation shall be consistent with Item 7 of the Teacher Contract.
2. Dedicate ourselves to a life which causes no reproach to the causes of Christ.
3. Provide education that is truly Christian and at the same time has high academic standards.
4. Treat all students without discrimination.
5. Communicate with parents concerning the needs and progress of students.
6. Accept advice graciously from parents and other members of the community.
7. Hold as confidential information received from parents regarding their children.

In fulfilling our obligation to the broader community, we --

1. Appreciate all racial, religious, cultural, and social elements in the community.
2. Refrain from speaking disparagingly of the community in which we teach.
3. Participate personally in civic and cultural projects of the community.
4. Prepare students to be intelligent Christian citizens.
5. Instill within students an active appreciation for democracy without advocating the principles of any particular party.
6. Encourage students to participate actively in community affairs consistent with Christian living.
7. Urge student participation in educational and cultural activities sponsored by community groups.

COMMITMENT TO THE PROFESSION

We recognize that a profession must accept responsibility for the conduct of its members, and we understand that our conduct may be regarded as representative. Therefore, both as individuals and as members of the profession, we must maintain high professional standards, encourage competent people of all cultures to become trained educators, evaluate the programs of the profession as a whole, and promote that which is consistent with our commitment to Christian education.

In fulfilling our obligations to the profession, we --

1. Seek broadened teaching ability and mastery of our fields by continued study, research and application of new methods.
2. Take an active role in the affairs of our profession and thus promote the welfare of Christian education in general.
3. Interpret and use the writings of others and the findings of educational research with intellectual honesty.
4. Help responsibly in the development and implementation of policies affecting education.
5. Refrain from assigning professional duties to nonprofessional personnel when such assignment is not in the best interest of the student.
6. Report dishonorable practices to an administrator if the problem cannot be resolved by personal conference.
7. Provide, upon request, a statement of specific reasons for administrative recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
8. Respond accurately to requests for information or evaluations of colleagues seeking professional positions.
9. Encourage those with appropriate gifts to enter the field of Christian education.
10. Provide applicants seeking information about a position with an honest description of the assignment, the conditions of work, and the related matters.
11. Cooperate in the selective recruitment of prospective teachers, including those culturally different, and in the orientation of those colleagues new to their positions.
12. Refrain from unprofessional and unchristian attitudes, practices, and remarks.
13. Accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities and support them when unjustly accused or mistreated.
14. Keep the trust under which confidential information is exchanged.
15. Refrain from exerting undue influence based on the authority of our positions in the determination of professional decisions by colleagues.

16. Never undermine the character or work of a colleague directly or by implication, nor make an issue to others of differences between us.
17. Publicly evaluate the educational profession or any part of it only in a constructive manner and after careful consideration of all the facts.

COMMITMENT TO THE ADMINISTRATION

We recognize that the administrators are the professionally trained educational leaders and executives hired by the board to administer our schools. They are, therefore, worthy of our respect and loyal support.

In fulfilling our obligations to the administration, we --

1. Support the leadership of the administrator in the development of the educational program.
2. Work loyally with the administrator to develop and sustain effective operating procedures to further the objectives of the school.
3. Meet each class session; or if unable to do so, promptly notify the principal.
4. Provide necessary aid to substitute teachers according to school policy.
5. Attend and participate in faculty, committee, and departmental meetings.
6. Hold inviolate all confidential information received in faculty and committee meetings and use discretion in divulging any school business.
7. Keep proper records and make requested reports promptly.

COMMITMENT TO THE BOARD OF DIRECTORS

We recognize the Board of the EC as the governing authority delegated by the parents to see that the schools are administered well. It is, therefore, worthy of our respect and loyal support.

In fulfilling our obligations to the board of directors, we --

1. Work loyally to uphold the standards, objectives, policies, and the procedures adopted by the Board of Directors.
2. Make appropriate use of time granted for professional purposes.
3. Conduct professional business through the recognized educational and professional channels.
4. Accept no gratuities or gifts that might influence our judgment in the exercise of our professional duties.
5. Engage in no outside employment that will impair the effectiveness of our professional service and permit no commercial exploitation of our professional position.
6. Seek promotion only through channels established by the Board, and not by self-advertising or seeking offers elsewhere as a means to force increased prestige and salary.
7. Apply for or offer a position only on the basis of professional and legal qualifications.
8. Apply for a specific position only when it is known to be vacant and refrain from such practices as underbidding or commenting adversely about other candidates.
9. Give prompt notice of any change in availability of service, in status of applications, or in change in position.
10. Adhere to the conditions of a contract or to the terms of an appointment until either it has been terminated legally or by mutual consent.
11. Resign when we can no longer uphold and foster sympathetically the theology, objectives, policies, and procedures of the school system.