

**SUMMIT CHRISTIAN ACADEMY**  
1500 SW JEFFERSON, LEE'S SUMMIT, MO 64081  
PHONE: 816-525-1480 FAX: 816-525-5402  
CLEWIS@SCA-KC.ORG

**ADMINISTRATOR/DIRECTOR APPLICATION**

Application Date: \_\_\_\_\_ Date Available: \_\_\_\_\_

**A. APPLICANT'S NAME AND ADDRESS**

Full name: \_\_\_\_\_ Degree(s): \_\_\_\_\_

Other name used in the last five years: \_\_\_\_\_

Complete address: \_\_\_\_\_

Phone: Days (\_\_\_\_) \_\_\_\_\_ Evenings (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_

Best time to call: \_\_\_\_\_ Length of time at this address: \_\_\_\_\_

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

Permanent address and phone number if different than present address:

**B. POSITION DESIRED**

Please check any and all that apply to your interest:

- Head of School       Elementary Principal       Secondary Principal       Academic Dean  
 Athletic Director       Director of Development

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

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

**C. DOCUMENTATION**

Please attach the following to this application:

- Photocopies of all transcripts (if offered a position, official copies must be provided for personnel file)
- Photocopies of any certificates held
- Handwritten Christian testimony

**D. CHRISTIAN BACKGROUND**

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**In your own handwriting, on separate paper, briefly give your Christian testimony.**

Please carefully read our Statement of Faith on page 8 and indicate your degree of support.

- I fully support the Statement as written without mental reservations.
- I support the Statement except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

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

What is the name of your home church? \_\_\_\_\_

Denomination? \_\_\_\_\_      How many years have you been a member? \_\_\_\_\_

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

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

Describe your routine of personal Bible study and prayer.

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

**E. PROFESSIONAL QUALIFICATIONS**

Degrees (i.e., B.A. in Elem Ed)	Date Received	Issuing Institution	Other areas of study

Please clearly indicate if you are currently working toward an advanced degree.

Cumulative grade point averages - Bachelor's \_\_\_\_\_ Graduate \_\_\_\_\_

Do you have credit hours over your graduate degree? \_\_\_\_\_ If so, how many? \_\_\_\_\_

If no graduate degree, do you have graduate hours and how many? \_\_\_\_\_

**Sequentially list your teaching experience with most recent first.**

School Name	Position	Dates

Do you have an ACSI Teaching Certificate?  Yes  No What level? \_\_\_\_\_ Expiration date \_\_\_\_\_

Do you have a state teaching certificate?  Yes  No What subject/grade? \_\_\_\_\_

Expiration date \_\_\_\_\_ State? \_\_\_\_\_

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

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

**F. PERSONAL PHILOSOPHY**

**On separate paper please label and succinctly answer in one or two paragraphs each of the questions below.**

- A. Why do you wish to serve as an administrator in a Christian school?
- B. What are the main characteristics that distinguish a Christian education? What makes a school Christian?
- C. What do you consider to be the proper classroom atmosphere for learning?
- D. What is your philosophy of discipline?
- E. What areas do you feel are your strengths? Weaknesses?
- F. What do you believe about the origin of the earth and mankind?
- G. Please summarize any additional information you would like to present regarding your candidacy for this position.

**G. EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse side. If you have ever worked under a different name for any of the employers listed below, please indicate the name(s).

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name & Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name & Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name & Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name & Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

Position \_\_\_\_\_ Dates of Employment \_\_\_\_\_  
Employer \_\_\_\_\_  
Address \_\_\_\_\_  
Supervisor's Name & Phone Number \_\_\_\_\_  
Reason for leaving \_\_\_\_\_

**H. PERSONAL REFERENCES**

Please do not list family members or relatives as references.

Provide three references who are qualified to speak of your spiritual experience and Christian service.

<b>Name</b> Please list your church & pastor reference first.	<b>Complete Mailing Address</b>	<b>Phone</b>	<b>Please include Email Addresses</b>

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

**List your current or most recent principal or supervisor first.**

**Please clearly indicate if you list a current employer whom you prefer we not contact until a contract is offered.**

<b>Name</b>	<b>Complete Mailing Address</b>	<b>Phone</b>	<b>Email Address</b>

**I. LEGAL INFORMATION**

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Are you holding or have you signed a contract for next year with any other educational institution?

Yes  No If yes, please explain your reasons for seeking another position:

Are you legally eligible to work in the US? If offered a position, SCA will require the appropriate documentation.

Yes  No

Have you been convicted for any violation of the law other than a minor traffic violation?

Yes  No If yes, please explain: \_\_\_\_\_

Are you presently under charges for any violation of the law other than a minor traffic violation?

Yes  No If yes, please explain: \_\_\_\_\_

Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or been terminated from employment?

Yes  No If yes, please explain: \_\_\_\_\_

Have you ever had any indicated finding of child abuse filed in your name?

Yes  No If yes, please explain: \_\_\_\_\_

Does your name appear on any Sex Offender Database in any state or country?

Yes  No If yes, please explain: \_\_\_\_\_

Have you served in the military?

Yes  No If yes, what type of training or education did you receive?

**J. APPLICANT'S CERTIFICATION AND AGREEMENT**

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

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact on the application, supporting documents, or interviews may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize **Summit Christian Academy** to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

I understand and agree that if an offer of employment is made, I must complete a background check authorization form. I further understand that any offer of employment 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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# SUMMIT CHRISTIAN ACADEMY

## FOUNDATIONAL BELIEFS

**Mission** – To inspire students to achieve their God-given potential through excellent academics and Christian training in a compassionate environment.

**Vision** – Summit Christian Academy is the school of choice for Christian families whose priority is excellence.

**Values Proposition** – **A transformational education for each child** - Refining and testing faith. Renewing the mind and proving truth. Revealing and equipping purpose. Increasing in wisdom and favor.

### Statement of Faith

As a community school, it is not our intention to promote the doctrines of any one church or denomination. Instead, we will center on those beliefs that we share in common with each other.

1. We believe the Bible to be the only inspired, infallible, authoritative, inerrant Word of God (II Timothy 3:16; II Peter 1:21).
2. We believe there is only one God, eternally existent in three persons - Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33). His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone, we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; I Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

Summit Christian Academy believes these precepts are basic to the Christian faith.

### Philosophy of Education

SCA believes that Christian education is a vital link in the successful rearing of children. It is the desire of the founders and staff of SCA to work together with the family and their church in reinforcing high moral values and the Christian lifestyle, while providing an excellent academic experience. (Ephesians 5:22-33; Colossians 3:23; Genesis 2:18-25; Proverbs 9:10; Romans 1:21-27; Romans 12:1-21).

SCA can never replace the significant spiritual impact of a godly home and church. The parents maintain the ultimate responsibility in spiritual matters, but the school can assist them by including sound biblical teaching and through the example and leadership of the faculty (Romans 8:29; Proverbs 1:7).

To educate and prepare for life without including God as central to life does not fully prepare a child. The home, church, and school must work together to prepare children spiritually, morally, socially, and academically for their adult lives. The school's primary responsibility is to provide the student with the necessary academic skills. This responsibility cannot be fulfilled in a spiritual vacuum. The school must also provide spiritual and moral direction in academic pursuits as well as personal life (John 8:32 and Romans 12:2).



## **Core Values**

**Christ-centered.** Our belief in God and His Word is central to SCA. Through a faculty who practice a personal and active faith, we foster a thoroughly Christian environment where God's Word is the standard for decision making. Placing Christ at the center of all enables us to educate the whole student, spiritually, emotionally, mentally, socially, and physically.

**Pursuing grace and truth.** SCA seeks to model the life Christ demonstrated on earth, a life full of grace and truth, that rejected legalism for the higher priority of focusing on the inner man. We recognize that Christ looks inward at the motivations of the heart and pursues a relationship with us. We exercise spiritual discernment, speaking the truth in love in order to promote the spiritual growth of the individual without compromising the student body as a whole.

**Inspiring excellence in learning.** The SCA faculty inspires students to discover and develop their God-given gifts and talents. We nurture an enthusiasm for learning, providing an atmosphere wherein students may express creativity, discern truth, think critically, and choose wisely. In academics, the arts, and athletics, we uphold a standard of excellence to encourage students to achieve their individual best.

**Encouraging spiritual growth.** We desire that each student know Christ personally and grow in His grace and knowledge, so he/she may impact their world for Him. We understand the importance of godly staff and faculty who model the Christian walk and mentor students to pursue their personal relationship with the Lord.

**Cultivating community.** We recognize that the SCA community extends beyond the walls of our school. Coming from diverse backgrounds, we unify around a simple statement of faith that binds us together. We acknowledge the responsibility of the parent, the role of the church, and the authority of the Holy Spirit in training students.

**Igniting leadership.** SCA embodies a culture of servant leadership that is sparked by a sense of individual purpose. With competency, credibility, and compassion, we add value to others and influence the marketplace of ideas.

## **Goals**

### **Spiritual**

1. To provide a thoroughly Christian learning environment for students.
2. To teach the Bible as the only inspired, inerrant, infallible, authoritative Word of God.
3. To teach the deity of Christ, including His virgin birth, perfect life, atonement on the cross, resurrection, and return.
4. To teach that all men have sinned and salvation is based on acceptance of Jesus as Lord and Savior, with the goal of leading each student to a personal decision of confessing Christ as Savior and Lord.
5. To develop students with integrity, high morals, and a respect for God's Word.
6. To encourage self-discipline and responsibility in students, based on respect for the submission to God.
7. To work with parents and churches as they train children for a life of service to God.
8. To train students to achieve the very best that God has for them, providing them with a strong sense of who they are in Christ and how they should relate to God and man.
9. To help students develop a biblical worldview.

### **Academic**

1. To provide an excellent academic education for each student, preparing them for admission to colleges, universities, or the work force consistent with their abilities and academic performance.
2. To thoroughly integrate biblical principles in all subject areas.
3. To instill in students a pursuit of excellence in all things.
4. To teach and encourage the use of good study habits.
5. To teach students how to do independent research and to reason logically.
6. To develop creative and critical thinking skills.
7. To help students discover their God-given gifts and talents.

**Social**

1. To provide a safe, caring school environment.
2. To adequately prepare students to become productive, interactive members of society.
3. To develop Christ-like character in students and a desire to treat others with respect, i.e. academic competitions, sports, etc.
4. To develop in students a spirit of Christian service as exemplified in the person of Jesus Christ.
5. To promote physical fitness and good health habits.
6. To impart a respect for the sanctity of life and an abhorrence for the sins of abortion, euthanasia, sexual impurity, and substance abuse.

**Position on Marriage, Sexuality, and Gender Identity**

Summit Christian Academy (SCA) believes that the term *marriage* has only one meaning: the God-ordained union of one man and one woman in a covenant commitment, distinguished by sexual exclusivity, permanence and devotion to their good and to the welfare of any children within the family, as delineated in Scripture (Genesis 2:18-25).

We believe that God intends for sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God’s command is that there be no sexual intimacy outside of or apart from the man-woman marriage relationship.

Summit Christian Academy (SCA) believes that God wonderfully foreordained and immutably created each person as either wholly male or wholly female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

**My signature below indicates that I am in agreement with the Summit Christian Academy Statement of Faith and Foundational Beliefs.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

# SUMMIT CHRISTIAN ACADEMY

## LIFESTYLE STATEMENT

Summit Christian Academy (SCA) is a religious, nonprofit Christian school organization representing Jesus Christ throughout the greater Kansas City metropolitan community. SCA requires its employees to be born-again Christians, living their lives as Christian role models (Romans 10:9-10; I Timothy 4:12; Luke 6:40.) Employees will conduct themselves in a way that will not raise questions regarding their Christian testimonies. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, business conduct, and moral behavior. An employee is expected to demonstrate a teachable spirit, an ability to share love for others, a willingness to live contentedly under authority, and a commitment to follow the Matthew 18 principle when an issue arises with fellow employees or management.

Our belief in the bible as the only inspired, infallible, authoritative, inerrant Word of God, as stated in our Statement of Faith, is our guideline for biblical standards and moral conduct. Moral misconduct, which violates the bona fide occupational qualification for employees to be Christian role models, includes, but is not limited to, promiscuity, homosexual behavior or any other violation of the unique roles of male and female. (Romans 1:21-27; I Corinthians 6:9-20.) SCA believes that biblical marriage is limited to a covenant relationship between a man and a woman.

SCA employees will maintain a lifestyle based on biblical standards of conduct. Failure to do so may result in a reprimand or, in some cases, dismissal from employment. It is the goal of SCA that each employee will have a lifestyle where "...He might have the pre-eminence." Colossians 1:18.

### Employee's Declaration of Moral Integrity

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

I declare that as a follower of Christ, I am not engaging in and commit to not engage in inappropriate sexual conduct. Inappropriate conduct includes, but is not limited to, such behaviors as the following: heterosexual activity outside of marriage (e.g., premarital sex, cohabitation, extramarital sex), homosexual or lesbian sexual activity, sexual harassment, use or viewing of pornographic material or websites, or sexual abuse or improprieties toward minors as defined by Scripture and federal or state law.

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 Summit Christian Academy.

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Signature of Applicant

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Printed Name

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Date