



Developing Christlike Character  
and Academic Excellence

## Secondary Principal Application

Name \_\_\_\_\_ Date of Application: \_\_\_\_\_

Your interest in serving as the Secondary Principal at Isaac Newton Christian Academy is appreciated. We invite you to fill out this initial application and return it to our school office. We will keep your information on file, and call you as needed when positions become available.

We realize that the key to a successful Christian school is its staff and its leadership. We are seeking applicants who are professionally qualified, who really love children, and who, by the pattern of their lives, are Christian role models (Luke 6:40).

We look forward to receiving your application. Thank you for your interest in the ministry of our school. It is our heartfelt prayer that God will fulfill his perfect will in the lives of all applicants.

As you complete the attached application, please print or type. Please complete all information on this application and return it to the attention of the Head of School, Dean Ridder, Isaac Newton Christian Academy, 1635 Linmar Drive NE, Cedar Rapids, IA 52402.

### Employee Profile:

Isaac Newton Christian Academy is a **Christian** school. As such, individuals who work at Isaac Newton Christian Academy must possess all the traits necessary to be an effective minister for Christ, as well as the technical skills of an educator. The following are minimum standards for Secondary Principal employment at Isaac Newton Christian Academy.

1. A born-again Christian with a mature walk of faith, whose lifestyle, convictions, and beliefs are in line with biblical mandates, and the Holy Spirit of God.
2. One who is faithful in attendance and is actively involved in their own local, evangelical church.
3. Is able to clearly articulate the Biblical components of salvation, citing appropriate Scripture passages, to be able to lead a child to a saving knowledge of Jesus Christ.
4. Is in agreement and support of the school's Statement of Faith and Standards of Conduct (see last page)
5. An individual naturally gifted in administration, who possesses Christ-like qualities of a teacher.
6. Has a minimum of a Master's degree from a recognized college or university, preferably in education administration.
7. Has a current PK-12 principal license from the State of Iowa Board of Educational Examiners. Please include a copy of your certificate with this application.
8. Can provide current copies of certification in blood-borne pathogens training and mandatory reporter training for child abuse, or can obtain them immediately upon employment.

**If you believe you meet the specifications of the above employment profile for Isaac Newton Christian Academy, please complete the remainder of this application.**

### Our Mission

It is the mission of Isaac Newton Christian Academy to provide the highest quality Christian education program available through consistent and comprehensive incorporation of Biblical principles. In a Christ-centered, loving environment, the student will achieve academic excellence and individual character development as well as mental, physical, and spiritual growth. The result will be a well-educated, caring student ready and able to serve the Lord Jesus Christ in the community.

**Personal Information:**

<b>Last Name</b>		<b>First Name</b>		<b>Middle Initial</b>	
<b>Address</b>	<b>Street</b>	<b>City</b>		<b>State</b>	<b>Zip</b>
<b>Telephone</b>				<b>Email Address</b>	
<b>Home</b>	<b>Work</b>	<b>Cell</b>			

Dates available for interview: \_\_\_\_\_

Date available for employment: \_\_\_\_\_

Have you ever filed an application with Isaac Newton Christian Academy before? \_\_\_\_\_

Have you ever been discharged/disciplined in a previous job? \_\_\_\_\_

Have you been convicted of anything other than a minor traffic violation? \_\_\_\_\_

Conviction of a crime will not necessarily be a bar to employment. Factors such as age at the time of the offense, type of offense, remoteness of the offense in time, and rehabilitation will be taken into account in determining effect on suitability for employment.

Do you have any relatives currently on the staff or board of directors? \_\_\_\_\_

If yes, please give name(s) and relationship(s): \_\_\_\_\_

Are you on a lay-off and subject to recall? \_\_\_\_\_

Are you physically and mentally able to perform the essential functions of the Secondary Principal? (See Job Description): \_\_\_\_\_

**Religious Background:**

Do you have a personal assurance that you are a born-again Christian? \_\_\_\_\_

How long have you had this assurance? \_\_\_\_\_

Denomination affiliation: \_\_\_\_\_

Name of church where you are a member/regular attender: \_\_\_\_\_

For how long have you been attending this church? \_\_\_\_\_

Are you currently attending weekly? \_\_\_\_\_

Name of Pastor: \_\_\_\_\_

**Academic Preparation:**

School and Location	Major	Diploma/Degree	Graduated (yes/no)
High School	_____	_____	
College			
Graduate			
Other			

Please provide a copy of a transcript from all colleges, universities, or graduate schools attended.

**Professional Qualifications:**

Do you have a current Iowa principal certificate? \_\_\_\_\_

Type \_\_\_\_\_ Endorsements \_\_\_\_\_

If not, would you be able to qualify for an Iowa principal certificate? \_\_\_\_\_

Are you certified in any other state? \_\_\_\_\_ If so, please the state(s) \_\_\_\_\_

Do you have a current ACSI administrator certificate? \_\_\_\_\_

Type \_\_\_\_\_ Endorsements \_\_\_\_\_

If not, would you be willing to get this certification? \_\_\_\_\_

Are you a member of any professional societies? \_\_\_\_\_ If so, which organizations? \_\_\_\_\_

Please describe any courses in a philosophy of Christian education you have taken. \_\_\_\_\_

Please list all education experiences as a teacher and school leader(use additional paper if required).

School	Address	Grades	School Year(s)

May we check your former employers for references?    yes    no    n/a

Do you have any other work experience that might be beneficial for a prospective employer to know? \_\_\_\_\_

**Special Qualifications:**

Please list any special training, experience, interests or hobbies that may benefit the students and staff of this school.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Supplemental Application Questions

On a separate document, please include your answers to the following questions.

1. Give a brief account of your Christian conversion and describe your personal plan for continued growth.
2. How would you respond to a student asking the question, "How do I become a Christian?"
3. What do you believe are the qualities of a good leader/administrator and what evidence do you have that would make you believe you have these qualities?
4. State what you consider to be the most important function of the Christian school and its distinctive characteristics of its educational practices?
5. How has the Lord led you to apply in a Christian school? State why you are interested in becoming a member of the ministry team of Isaac Newton Christian Academy.
6. If your children are in a public school, explain why. If your children are in a Christian school, explain why.
7. What is your belief regarding the role of the church in the life of a child?
8. Please describe your viewpoint of how the following topics relate to the teaching in a Christian school:
  - Teaching science
  - Teaching history
  - Place of the Bible
  - Discipline
  - Relation of Parents and Teachers
  - Relation of Administrator and Teachers
  - Important goals of an Administrator

### References:

#### Spiritual Reference

Name	Years Known	Relationship	Organization	City, State	Home & Business Phone Number
					H: B:

#### Administrative Reference

Name	Years Known	Relationship	Organization	City, State	Home & Business Phone Number
					H: B:

#### Long-Standing Acquaintance

Name	Years Known	Relationship	Organization	City, State	Home & Business Phone Number
					H: B:

#### Other

Name	Years Known	Relationship	Organization	City, State	Home & Business Phone Number
					H: B:

**Doctrinal Agreement:**

Please read the Statement of Faith of the Linn Christian Education Association (d/b/a Isaac Newton Christian Academy). If you agree without reservation, please indicate this by your signature. If you disagree with any point, please state your viewpoint. (Attach an additional page if necessary.)

**Statement of Faith  
of the Linn Christian Education Association**

This school is an independent, evangelical Christian organization whose doctrinal position is summarized in our statement of faith:

We believe the Bible to be divinely inspired and the only infallible, inerrant, and authoritative written Word of God.

We believe that there is one God, infinitely perfect and eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.

We believe in the fall of man, that all have sinned and come short of the glory of God, and that all human beings are born with a sinful nature.

We believe that regeneration by the Holy Spirit is absolutely essential for the salvation of lost and sinful men.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.

We believe in the bodily resurrection of both the saved and the lost; they that are saved unto the resurrection of eternal life and they that are lost to the resurrection of eternal damnation.

We believe in the spiritual unity of all believers in our Lord Jesus Christ, no matter to which Bible-believing church they belong, ever seeking together to become more and more in every way like Christ who is the head of His body, the church.

We believe that salvation is entirely by grace, through one's personal faith in the person and finished work of Jesus Christ upon the cross.

A list of biblical passages supporting the various points in the Statement of Faith is available in the school office.

*Without mental reservation, I hereby subscribe to the above statements.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Please Read Carefully Before Signing**

I, (print name) \_\_\_\_\_, certify that all information provided in this application and any attachments is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date.

I authorize the Linn Christian Education Association to request investigative reports from consumer, law enforcement, and other agencies. These reports may include information as to my character, reputation, personal characteristics, criminal offenses, and mode of living obtained from interviews with neighbors, friends, former employers, schools, and others. I understand I have a right to make a written request within a reasonable time for the disclosure of the name and address of the reporting agencies so that I may obtain a complete disclosure of the nature and scope of the investigation.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements. I also understand that a pre-employment physical, drug test, and fingerprinting may be required.

I understand that this application or subsequent employment does not create a contract of employment nor guarantee employment for any definite period of time. If employed, I understand that I have been hired at the will of the employer and that my employment may be terminated at any time, with or without cause and with or without notice. I understand that no employee or representative of the Linn Christian Education Association, other than the President or his or her designee, has any authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to the foregoing. Further, the President or his or her designee may not alter the at-will nature of the employment relationship unless done so specifically and in writing.

I voluntarily provide the following information to enable the above-described actions to be undertaken; and I have read, understand, and consent by my signature to these statements.

Social Security Number: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

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

Employment at Isaac Newton Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, gender, national or ethnic origin, color, age, or disability. Isaac Newton Christian Academy is a religious educational ministry, permitted to discriminate on the basis of religion. All prospective and current employees must agree with Isaac Newton Christian Academy's mission statement, and they must be willing to conduct their lives in conformity with the school's statement of faith and the school's Lifestyle Statement.