



**Calvary Chapel Academy
Staff Application**

Thank you for your interest in joining the Calvary Chapel Academy team. Please submit this application along with an updated resume and a cover letter explaining why you are a strong candidate for your desired position. All documents should be emailed to office@academy.cchv.org.

Thank you,
Calvary Chapel Academy Board

Teacher & Teacher Assistant Job Descriptions

General Expectations (All Teaching Staff)

All staff serve as instructors, role models, and spiritual guides. A personal relationship with Jesus Christ is required, along with a commitment to Christ-centered education. Staff must demonstrate love, patience, integrity, and professionalism while supporting the school's mission and collaborating with others.

Professional Expectations

Teachers at Calvary Chapel Academy are expected to:

- Model Christ-like behavior in words, actions, and attitudes
- Integrate Biblical truths into daily instruction
- Partner with parents in nurturing children's spiritual, academic, and social growth
- Provide a safe, structured, and loving classroom environment
- Support children in developing foundational skills for kindergarten readiness

Pre-Kindergarten Teacher

Associate's degree or minimum of 60 college credits required; Early Childhood Education preferred.

Hours: 8:30 AM-3:30 PM

Responsibilities:

- Plan and implement age-appropriate, Biblically integrated lessons
- Teach foundational skills (letters, numbers, shapes, colors) and motor development
- Foster a safe, structured, and engaging classroom environment
- Support students' spiritual, social, and emotional growth
- Assess progress, maintain records, and communicate with parents
- Participate in school events, meetings, and student supervision
- Maintain a clean, organized classroom and required certifications

Kindergarten Teacher

Qualifications: Bachelor's degree in Education required; Early Childhood Education preferred; certification required or in progress.

Hours: 8:00 AM-1:00 PM

Responsibilities:

- Deliver engaging, Biblically integrated instruction in core subjects
- Create a positive classroom environment that promotes growth and respect
- Support students' academic, spiritual, and social development
- Assess progress, maintain records, and communicate with parents
- Collaborate with staff, attend school events, and supervise students
- Maintain classroom organization and required certifications

Teacher Assistant

Qualifications: High School Diploma

Hours: 8:30 AM-12:30 PM or 12:00 PM-3:30 PM

Responsibilities:

- Assist with lessons, materials, and classroom organization
- Support students individually and in small groups
- Help lead activities (reading, crafts, games)
- Supervise students and ensure safety at all times
- Assist with basic needs and classroom management
- Participate in staff meetings and maintain required certifications

Preemployment requirements (more information to follow upon hiring):

- Fingerprint Clearance
- Child Abuse Prevention Training
- Safe Schools Against Violence in Education Act (SAVE) Training
- Dignity for All Students Act Training
- CPR and first aid

Preference will be given to congregants of Calvary Chapel of the Hudson Valley.

Please select the position you are applying for:

Prekindergarten Teacher

Kindergarten Teacher

Teaching Assistant
AM or PM

Personal Information

- Full Name: _____
 - Address: _____
 - Phone: _____ Email: _____
 - Date of Birth: _____
 - Marital Status: Single Married Divorced Widowed
 - Number of Children (if applicable): _____ Ages: _____
 - U.S. Citizen? Yes No
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Education & Experience

- Highest Degree Earned: _____
- College/University: _____
- Relevant Early Childhood Certifications: _____
- Years of Teaching Experience: _____
- Experience with Ages 3–5 (circle one): YES / NO

Previous Teaching/Childcare Positions:

Special Skills/Training (check all that apply):

- Early Literacy
- Classroom Management
- Faith Integration
- Special Needs Support
- Music/Art in Early Childhood
- Other: _____

Christian Testimony & Philosophy of Education

1. Please describe your personal testimony (how you came to faith in Jesus Christ):

2. What is your understanding of Christian education for young children?

3. How would you integrate Biblical truth into daily routines and lessons with your students?

4. Church you attend: _____ How long: _____ years

5. Pastor's Name & Contact: _____

References

Please provide **two references** (at least one pastoral or spiritual leader).

1. Name: _____ Relationship: _____ Phone: _____

2. Name: _____ Relationship: _____ Phone: _____

Statement of Faith Agreement

I affirm that I have accepted Jesus Christ as my personal Savior and Lord, and I agree with Calvary Chapel Academy's statement of faith.

Signature: _____ Date: _____