



Cornerstone Christian Academy *of McLean County, Inc.*

P.O. Box 1608, Bloomington, Illinois 61702-1608

(309) 662-9900

Upper School Principal Application Packet

Application Deadline: January 31, 2020

January 9, 2020

CORNERSTONE CHRISTIAN ACADEMY

P.O. Box 1608
Bloomington, IL 61702
309-662-9900
www.cornerstonechristian.com

For Office Use Only

Date Received:

Position Desired:

APPLICATION FOR CERTIFIED PERSONNEL / FACULTY

PERSONAL INFORMATION	Date of Application:
Last Name:	First Name:
Street Address:	
City, State, Zip:	
Home Telephone:	Cell Phone:
Email Address:	
Military Status:	Years of Military Service:

EDUCATION (list most recent degree in first column)

	College/University	College/University	High School
Name of School			
City, State			
Phone #			
Degree/Major/Minor			
GPA			
From – To (YR – YR)			

Please include a copy of your college and/or post graduate transcripts with this application.

CERTIFICATION / ENDORSEMENTS

Type	Area	Certificate Number

PRACTICE TEACHING EXPERIENCE

School	City, State	Phone Number	Supervising Teacher	Grade Received	Subject / Level

Please describe any non-formal teaching experience below:



FORMAL TEACHING EXPERIENCE / WORK HISTORY						
	From -To (YR - YR)	School, City, State	Supervisor, Phone #, Email Address	Teaching Assignment (Subject, Grade Level, Class Size)	Total # of Students	Extra- Curricular Responsibilities
1						
2						
3						
4						

PREVIOUS EMPLOYMENT (NON-INSTRUCTIONAL)					
	From -To (YR - YR)	Employer (Company Name, City, State)	Job Title	Supervisor, Job Title	Phone #, Email
1					
2					
3					



Please attach separate sheets with your responses to the following:

SPIRITUAL LIFE

- 1) Describe specifically how you came to know Jesus Christ.
- 2) Describe your routine of personal Bible study and prayer.
- 3) List and describe the three most significant spiritual influences in your life.
- 4) List the history of your church involvement to the present (include memberships, current attendance/participation).
- 5) Describe any formal Bible/Theology training or informal (church/home) Bible training you have had.
- 6) What are your spiritual gifts?
- 7) What are two or three of the personal life philosophies that guide you?
- 8) Give an example of how God has recently used you to minister to others.

PERSONAL VIEWS

- 1) Describe your understanding of man's basic nature, the Bible, and the basis for salvation. On what are your beliefs based?
- 2) What do you believe Scripture teaches about the role of:
 - a) The husband and wife
 - b) The role of the family in educating children
 - c) The role of the teacher
 - d) The role of the Holy Spirit
- 3) Describe what your view of Christian education is and your commitment to it.
- 4) How would you define a biblical worldview?
- 5) How would you define evangelical Christianity? Is this a description of your Christian life?
- 6) As a Christian, what are your personal attitudes toward liquor, tobacco, dancing, recreation and entertainment?
- 7) Briefly describe your views on the creation/evolution issue.
- 8) Do you hold any denominational beliefs or participate in any personal spiritual practices that might not be shared with segments of our broad Protestant, evangelical school community?



PROFESSIONAL QUALITIES

- 1) Describe your personal style of management.
- 2) Cite two or three strengths most often mentioned throughout your professional evaluations or informal feedback.
- 3) Describe your personal philosophy of student discipline and specific methods you use.
- 4) What is your view of technology in the classroom?
- 5) What steps would you take to ascertain and/or strengthen the Biblical world view of teachers and staff?
- 6) Describe some of the unique qualities, beliefs or tendencies that today's students possess.
- 7) Briefly discuss your views on the impact cultural forces have on young people today.
- 8) What patterns in your life would be worthy of emulation by teachers and staff?

STUDENTS

- 1) Describe some of the unique qualities, beliefs or tendencies that today's students possess.
- 2) Briefly discuss your views on the impact cultural forces have on young people today.
- 3) What patterns in your life would be worthy of emulation by a student?
- 4) What methods do you use to form and maintain appropriate relationships with your students?

FUTURE

- 1) What life or career goals do you have (including any future education goals for yourself)?
- 2) What confirmation have you received that you are in the right profession?
- 3) What motivates you to work in a Christian school?
- 4) If you were to become employed by CCA, what would you expect from the CCA School Board and colleagues?



EXTRA-CURRICULAR INTERESTS (INCLUDING COACHING)

Indicate by order of preference the extra-curricular areas in which you would have an interest.

Activity	Years of experience in this activity	Student age/grade level you prefer

√	Please indicate your agreement with the following statements by placing a check mark in the left column.
	I have read and agree with the attached Cornerstone Christian Academy Statement of Faith.
	I understand that prior to employment contract finalization, I will be asked to consent to a background check and a medical examination.
	If hired, I will labor to do all I can to bring honor and glory to the Lord Jesus Christ and to promote the philosophy and purpose of Cornerstone Christian Academy.
	I give permission for Cornerstone Christian Academy to contact my former employers.
	I give permission for Cornerstone Christian Academy to contact my listed references.
	I certify that to the best of my knowledge all of the information I have provided is accurate, and that withholding or falsifying information on this application is grounds for immediate dismissal.

Signature: _____	Date: _____
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Send completed application with reference page and a copy of your college/post graduate transcripts to:
 Beth Sondgeroth, Head of School
 Cornerstone Christian Academy
 P.O. Box 1608
 Bloomington, IL 61702
 beth.sondgeroth@cornerstonechristian.com



REFERENCES

1) Pastoral Pastor of the church you are now attending

Pastor's Name:	Email Address:
Church Name:	Telephone #:
Street Address:	
City, State, Zip:	

2) Spiritual A spiritual leader, not your present pastor, who knows you well

Name:	Email Address:
Relationship:	Telephone #:
Street Address:	
City, State, Zip:	

3) Professional Someone who has supervised your work

Name:	Email Address:
Relationship:	Telephone #:
Street Address:	
City, State, Zip:	

4) Friend A non-relative who has known you for a number of years

Name:	Email Address:
Relationship:	Telephone #:
Street Address:	
City, State, Zip:	

5) Another person/individual of your choice

Name:	Email Address:
Relationship:	Telephone #:
Street Address:	
City, State, Zip:	



State of Illinois
Department of Children and Family Services

AUTHORIZATION FOR BACKGROUND CHECK
Child Abuse and Neglect Tracking System (CANTS)
For Programs NOT Licensed by DCFS

NOTE: Do not use this form if you are an applicant for licensure or an employee/volunteer of a licensed child care facility. Please contact your licensing representative.

Name: _____
Last First Middle

Date of Birth: -- -- Gender: Male Female Race: _____

Current Address: _____
Street/Apt #

City State Zip Code

If you currently reside in Illinois, please list all previous addresses for the past five years.

OR

If you currently reside out-of-state, please provide ALL Illinois addresses in which you did reside while living in Illinois.

(Street/Apt#/City/County/State/Zip Code)	Dates From/To
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

List maiden name and/or all other names by which you have been known: (last, first, middle)

I hereby authorize the Illinois Department of Children and Family Services to conduct a search of the Child Abuse and Neglect Tracking system (CANTS) to determine whether I have been a perpetrator of an indicated incident of child abuse and/or neglect or involved in a pending investigation. I further consent to the release of this information to the agency listed below.

Submit by mail OR fax OR email.
Mail to: Department of Children and Family Services 406 E. Monroe – Station # 30 Springfield, IL 62701
FAX to: 217-782-3991
Scan/Email to: CFS689Background@illinois.gov

Signed _____ Date _____

Please type, use bold letters or label:

309-662-9904 (Submitting Agency Fax Number)

Office@CornerstoneChristian.com (Submitting Email Address)

Cornerstone Christian Academy (Agency Name)

(Contact Person)

PO Box 1608 (Address)

Bloomington, IL 61702-1608 (City/State/Zip)

CORNERSTONE CHRISTIAN ACADEMY STATEMENT OF FAITH

- A. We believe so we teach that the Bible is the Word of God, supernaturally inspired, is inerrant in the original manuscripts and preserved by God and is a divinely authoritative standard for every age and every life. (I Corinthians 2:7-14; II Peter 1:20-21; II Timothy 3:16)
- B. We believe so we teach that the Godhead exists eternally in three persons--Father, Son, and Holy Spirit and that these three are one God. (Matthew 28:19; John 14:16-26; 16:7-15)
- C. We believe so we teach that God is the absolute and sole creator of the universe, and that creation was by divine decree, not through evolutionary process. (Genesis 1:1-2:25)
- D. We believe so we teach that Jesus Christ in the flesh was both God and man; that He was born of a virgin and lived a sinless life, in which He taught and wrought mighty works, wonders, and signs exactly as revealed in the four Gospels; that He was crucified, died as a penalty for our sins, and was bodily raised from the dead on the third day. Later He ascended to the Father's right hand where He is head of the church and intercedes for believers, and from whence He is coming again personally, bodily, and visibly to this earth. (Philippians 2:5-8; Luke 1:26-35; Hebrews 4:14-15; I Peter 2:21-24; I Corinthians 15:3-5; Acts 1:9-11; Ephesians 1:18-23; 5:23; Romans 8:31-34; I John 2:1-2; I Thessalonians 4:15-16; John 14:1-6)
- E. We believe so we teach that in His death, by His shed blood, the Lord Jesus Christ made a perfect atonement for sin. Men are saved, justified, and sanctified on the simple and single ground of the shed blood. Those who trust by faith (alone) in the blood of Christ are saved and will enjoy God's gift of heaven forever. Those who fail to exercise such saving faith are condemned to spend eternity separated from God in hell forever. (Hebrews 9:11-14, 10:10-13; I Peter 3:18; Galatians 3:13-14; I Corinthians 6:9-11; Romans 8:31-34)
- F. We believe so we teach that such salvation with its forgiveness of sins, its imparting of a new nature, and its hope of eternal life is the pure grace of God apart from any good works, sacraments, religious deeds or other tokens of human merit which cannot commend us to God. (I John 1:8-10, 3:9; II Cor. 5:17; I Corinthians 15:1-58; Ephesians 2:8-9)
- G. We believe so we teach that it is the goal of every Christian to grow in spiritual maturity through obedience to the Word of God and the indwelling Spirit. (Ephesians 4:11-16, 5:15-21; I Corinthians 14:20; Colossians 1:9-12, 28; 3:12-17)
- H. We believe so we teach that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

- I. We believe so we teach that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

- J. We believe so we teach that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).

- K. We believe so we teach that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the Statement of Faith of Cornerstone Christian Academy.

Date: _____

Signature: _____

Upper School Principal Job Description

Employee classification

Contract employee _____
Exempt employee X
Salaried employee X

At-will employee X
Non-exempt employee _____
Hourly employee _____

1. Administer Cornerstone Christian Academy in accordance with the philosophy, policies, and procedures adopted by the Board.
2. Facilitate the work of the Head of School by the submission of requested reports, documents, suggested policies, etc., for the operation of Cornerstone Christian Academy.
3. Provide leadership in the accomplishment of the spiritual mission of Cornerstone Christian Academy.
4. Provide input for the annual budget. Assist Head of School in drafting annual budget.
5. Interview prospective students. Make recommendation regarding admission & placement of prospective students.
6. Assist in the development of policy manuals for staff, parents and students.
7. Maintain regular communication with parents.
8. Assist the Head of School in the planning and implementation of staff development opportunities.
9. Provide for supervision of faculty and improvement of instruction.
10. Administer discipline procedures as appropriate.
11. Consult with parents, students, and teachers as necessary for problem resolution.
12. Attend Board meetings as requested.
13. Assist in the long range planning process.
14. Participate in the development of yearly calendars.
15. Help plan and conduct teacher orientation in the fall.
16. Conduct annual review with Upper School faculty.
17. Maintain a list of qualified substitute teachers and procure suitable replacements for teachers when they are absent.
18. Assist the Director of Curriculum & Instruction in maintaining and overseeing updating of curriculum guide.
19. Assist the Director of Curriculum & Instruction in reviewing, selecting, and ordering of textbooks.

20. Assist Director of Curriculum & Instruction with the administration and reporting of standardized student achievement testing.
21. Monitor student evaluation and grading practices.
22. Oversee grade reporting process, including regular audits of report cards and transcripts.
23. Assist faculty with developing interdisciplinary units of study and differentiated instruction.
24. Facilitate inter-departmental communication among Upper School faculty.

