



Motion Pacific Christian Academy Job Description

Title: **General Staff**
Department(s): **Administrative Support**
Reports to: **Head of School**
Hired by: **Head of School**
Evaluated by: **Head of School**

Overall Job Description:

The staff of MPCA is charged with representing Jesus as the mission of the school is carried out each day. Whether supervising students, helping a teacher, working with students, or performing a myriad of other tasks, staff members make a difference for Jesus every day. When hired, a specific job description is made available.

Required Spiritual Qualities

It is expected that the staff member will ...

- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—our standard for faith and practice.
- Be a born again, Spirit filled Christian who is in agreement with the mission and vision, Statement of Faith, values, philosophy of education, and policies.
- Acknowledge Christ as Savior and seek to live life as His disciple.
 - Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
 - Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40), including being committed to God’s biblical standards for sexual conduct.
 - Share the Christian faith with other people.
 - Have a Christ-centered home.
 - Actively participate in a local Bible-believing church.
- Evidence the fruit of the Spirit in dealing with people.
- Have a conviction that God has called him/her to Christian school ministry.
- Reflect the beliefs, values, purposes, and priorities of the school.
- Maintain high standards of ethics, honesty, and integrity, in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with conflict with students, parents, staff, and administration.
- Reflect and teach the mission, vision, and core beliefs of the school.

Required Personal Qualities/Functions

It is expected that the staff member will ...

- Have the spiritual maturity, academic ability, and personal leadership qualities to “train a child in the way he should go” (Prov. 22:6, NIV).
- Be an enthusiastic visionary, an encourager, and a self-starter with a high energy level.
- Live with a firm, grace-filled accountability to high behavioral expectations.
- Demonstrate sensitivity toward staff, parents, volunteers, and children, and an ability to interact effectively with them.

- Meet everyday stress with emotional stability, objectivity, and optimism.
- Understand the importance of discernment, discretion, and confidentiality in dealing with personal information.
- Develop and maintain rapport with students, parents, and staff by treating others with courtesy, patience, friendliness, dignity, respect, grace, and a sense of humor.
- Defend principles and convictions in the face of pressure and partisan influence.
- Recognize her/his mistakes and take measures to correct them.
- Be a collaborative team player.
- Use acceptable English in written and oral communication. Speak with clear articulation.
- Respectfully submit and be loyal to those in authority.
- Appreciate and understand the uniqueness of the school and local community.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, and good taste consistent with school policy.

Required Professional Qualities/Functions

It is expected that the staff member will ...

- Have a high school diploma, GED, or degree as required by the position.
- Hold current First Aid, CPR, and concussion certification.
- Be effective in oral and written communication skills.
- Possess evidence of other adequate preparation, background, or experience as determined by the Head of School.
- Seek and accept constructive evaluation of her or his own job performance.
- Attend professional development, workshops, and meetings as recommended.

Possible Duties and Responsibilities:

- Provide warm, helpful service to the families and students.
- Answer phones and direct calls to the proper employee.
- Assist in providing school tours.
- Help with students who are injured or need a time-out.
- Serve the school family as requested.
- Provide oversight for students as they come and go from school, at recess or throughout the day.
- Assist teachers in the classroom and/or in ways beneficial to the school program.
- Other tasks or duties as assigned by the Campus Principal.

Summary of Essential Job Functions

- Must be able to listen carefully and respond with grace and understanding to all members of the school community.
- Must be able to manage time and prioritize daily and weekly tasks.
- Able to manage the physical, emotional, and mental aspects of the job.
- Able to walk forward and backward.
- Able to project voice so that up to 50 students can hear.
- Able to lift or carry classroom supplies, textbooks, furniture, and equipment to a maximum of 35 pounds.
- Able to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis.
- Able to perform repetitive physical tasks such as computer keyboarding, writing, and reading.
- Able to monitor students in a variety of locations including those with noise, activity, and inclement weather.

Work Hours and Compensation

Staff members will have varying job responsibilities. The expectations for time on campus will be communicated during hiring. The salary range, minimum wage to \$21.00 per hour, is based on qualifications and work experience. Benefits are discussed during the hiring process. Hourly employees do not normally work over Christmas, Easter, and 4-day weekend vacations, and therefore must plan for days they receive no wages.

Please Note:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.



STAFF EMPLOYMENT APPLICATION

Motion Pacific Christian Academy

Office: 253-943-2500

FAX: 253-200-1335

info@pacificchristianwa.com

PERSONAL INFORMATION

Name: _____ Date: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Position(s) Applying for: Guest Teacher Lunchroom Recess

Other: _____

Were you referred to MPCA for employment? Yes No If so, by whom?

Which Campus are you interested in serving? Federal Way Puyallup

PROFESSIONAL QUALIFICATIONS

Degree(s)/Year or Hours Earned: _____

University: _____ Major: _____ Minor: _____

Teaching Certification: Yes No In Process/Status: _____ State: _____

Type of Certificate: _____ Cert. #: _____ Expiration Date: _____ State: _____

Years of Experience: _____

Please include a copy your teaching certificate and transcript.

Please list any Bible college classes or Christian Education classes you have taken, including name of course, and place taken: (Attach separate sheet if necessary)

What is your philosophy of Christian Education?

Non-Discrimination Statement:

Employment at Motion Pacific Christian Academy is open to qualified individuals who are Christians of good character. Motion Pacific Christian Academy does not discriminate in employment, or in the terms or conditions of employment, on the basis of race, sex, national or ethnic origin, color, age, or disability. Motion Pacific Christian Academy is a religious educational ministry, and as such, utilizes religion as an employment criteria. All prospective and current employees must agree with Motion Pacific 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 declaration and agreement to ethical and moral integrity, serving as a Christian role model.

EXPERIENCE: (Start with your current or most recent position.)			
Employer:			
From:			To:
Phone:			
Email:			
May we contact for a reference?	Yes	No	
Supervisor's name and title:			
Position/Grade/Responsibilities			
Reason for leaving:			

EXPERIENCE: (Start with your current or most recent position.)			
Employer:			
From:			To:
Phone:			
Email:			
May we contact for a reference?	Yes	No	
Supervisor's name and title:			
Position/Grade/Responsibilities			
Reason for leaving:			

EXPERIENCE: (Start with your current or most recent position.)			
Employer:			
From:			To:
Phone:			
Email:			
May we contact for a reference?	Yes	No	
Supervisor's name and title:			
Position/Grade/Responsibilities			
Reason for leaving:			

List any other experience or skills you have that you believe are pertinent to a position at MPCA.

PROFESSIONAL REFERENCES: (If applying to your first job, you may use academic references.)			
Name:	Phone:	Occupation:	
Email:			
Relationship:	May we contact him/her for a reference?		Yes No
Name:	Phone:	Occupation:	
Email:			
Relationship:	May we contact him/her for a reference?		Yes No
Name:	Phone:	Occupation:	
Email:			
Relationship:	May we contact him/her for a reference?		Yes No

MOTION PACIFIC CHRISTIAN ACADEMY STATEMENT OF FAITH:

Do you believe:

In God the Father - the Son - and God the Holy Spirit?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
The Old and New Testaments are God's divinely inspired words?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
All have sinned and come short of the glory of God and are in need of salvation?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Salvation has been provided for all people through Jesus Christ?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
That by confessing their sins to God, every believer will be forgiven and cleansed from all unrighteousness?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
That every believer is filled with the Holy Spirit?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Healing is provided in the redemptive work of Christ and is available to every believer?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Every believer is to grow up in the Lord through the study of the Word, prayer, and the renewing of the mind?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
In water baptism?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Without reservation, I hereby subscribe to the above statements. (Please sign if you completely agree.)
 DISCLAIMER: By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

SIGNATURE: _____ Date: _____

MOTION PACIFIC CHRISTIAN ACADEMY MISSION & VALUE STATEMENTS:

MPCA is committed to offering families a superior Bible-based education that equips them to be socially relevant leaders who are fully prepared for higher achievement. At Motion Pacific Christian Academy, we believe that a strong academic program in a Christian environment is essential for student success. We believe our students will be leaders equipped to impact the world in ministry, education, business, medicine, fine arts, athletics, science, and technology.

We are a community-involved school developing student servant leaders, equipping each individual to approach life with a Biblical worldview. We create an environment of critical thinking as we develop character by teaching students to be led by the Holy Spirit: achieving academic mastery, excelling in work ethic, developing healthy lifestyle habits, practicing social skills, and living the Christian lifestyle.

Without reservation, I hereby subscribe to the above statements. (Please sign if you completely agree.)
 DISCLAIMER: By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

SIGNATURE: _____ DATE: _____

STATEMENT OF FAITH & STANDARDS OF CONDUCT

Have you asked Jesus to be your Savior and Lord?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Are you growing in relationship with Him?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you smoke?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you drink alcohol?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you agree that the Bible does not make allowances for homosexual acts, premarital sex and extramarital sex? o Do you participate in any of these activities?	<input type="checkbox"/> No <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> Yes
Do you currently attend church?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

Your church name? _____ Your pastor's name? _____

In what ways are you involved in your church and/or other Christian organization?

LEGAL SURVEY & BACKGROUND CHECK:

If hired, can you provide proof of your age?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you used illegal drugs in the last two years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you been convicted of a felony within the last seven years? <i>(Conviction will not necessarily disqualify you for employment.)</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Do you have the legal right to work in the United States? <i>(Employment is contingent upon satisfactory proof of ability to work in the United States.)</i>	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Have you resided in the State of Washington for the past seven years?	<input type="checkbox"/> No	<input type="checkbox"/> Yes

PLEASE READ AND SIGN

I certify that information contained in this application and any attachments is true, correct, and complete to the best of my knowledge and agree to have statements checked by Motion Pacific Christian Academy unless I have indicated to the contrary. I authorize references listed above to provide Motion Pacific Christian Academy with information concerning my previous employment or pertinent information they may have. This includes a criminal background check. Further, I release all parties from all liability for damage that may result from the use of such information. I understand that any misrepresentation, falsification, or material omission of information may result in my failure to receive an offer, or if I am hired, in my dismissal from employment.

In consideration of my employment, I agree to the expectations and standards of Motion Pacific Christian Academy and agree that my employment and compensation can be terminated at-will, with or without cause, and with or without notice at any-time, either at my option or at the option of Motion Pacific Christian Academy. I understand that no employee or representative of Motion Pacific Christian Academy other than the Head of School has authority to enter into an agreement for employment for any specified period of time or to make any agreement contrary to the foregoing. I also understand that all offers of employment are conditional on the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States. I understand that the acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future. Further, I understand that submitting an application and/or being interviewed does not guarantee employment.

DISCLAIMER: By typing your name below, you are signing this application electronically. You agree that your electronic signature is the legal equivalent of your manual signature on this application.

SIGNATURE: _____ DATE: _____

**** Please write a paragraph describing your relationship with God and include it with your application.****

MOTION PACIFIC CHRISTIAN ACADEMY
STANDARDS OF CONDUCT AND STATEMENT OF FAITH

Lifestyle Statement

1. Employee affirms that, as part of the qualifications for his or her position, that he or she is a "Born Again" Christian who knows the Lord Jesus Christ as his or her Savior. (John 3:3, I Peter 1:23)
2. Employee hereby testifies that he or she has a sense of God's will and believes that working in a Christian school is God's will for him or her.
3. Employee understands that Employee is required to be an exemplary Christian role model. Therefore, a Christ-like attitude and conduct are required at all times. Employee seeks a deep and growing personal devotion to the Lord Jesus Christ, to be obedient to God's Word, and desires to demonstrate exemplary behavior in personal and family life. Employee affirms his or her faithful commitment to, love for and fellowship with the other members of the school staff, and Christian love for the students demonstrated by loving patience and discipline.
4. Employee will endeavor to lead an exemplary Christian life, and do his or her utmost to maintain the highest spiritual standards of conduct, and at all times will work in the best interest of the total ministry of Employer by avoiding any appearance of evil, cultivating a spirit of appreciation and cooperation.
5. Employee understands that as role models for students and for maintaining his or her spiritual life, church attendance and active participation in a local Christ centered church is expected.
6. Employee accepts and agrees to abide by the Statement of Faith and the Mission Statement and School Philosophy of Employer as amended from time to time, and is committed to upholding and fulfilling the Employer mission and philosophy.
7. Employee understands that Employer is an evangelistic school, admitting Christian and non-Christian students who are willing to abide by the rules of Employer. Employee will encourage students in their spiritual growth, recognizing that each individual has a unique relationship with the Lord. Employee is willing to work in an environment where there will be nonbelievers and those "in the process" of getting to know the Lord who, hopefully, will ultimately be changed by the attitude shown them by their teachers.
8. Employee will strive at all times to understand, appreciate and serve the students entrusted to Employee for instruction, and will to the best of Employee's ability provide for their fullest spiritual, intellectual, physical, and emotional development. Employee will relate to students, colleagues, parents, Administrations, and the Board of Employer in a biblically based, cooperative and positive manner.
9. Our school expects all of its employees to model the same Christian values and lifestyle that it seeks to instill in its students. I declare that as a follower of Christ, I am not engaging in and commit not to 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, and extramarital sex), homosexual activity, sexual harassment, including improprieties toward minors as defined by Scripture and federal or state law. (Romans 12:1-2; Ephesians 4:1-11; Thessalonians 4:3-8; I Timothy 4:12; II Timothy 2:19-22; I Peter 1:15-16; I John 3:1-3).

As an Employee of Motion Pacific Christian Academy, I agree to this lifestyle statement without mental reservation.

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Employee Name: _____ Signature: _____ Date: _____

STATEMENT OF FAITH

1. Employee believes the Bible to be the inspired, only infallible, authoritative, inerrant, all sufficient Word of God (II Timothy 3:15, II Peter 1:21).
2. Employee believes there is one God, eternally existent in three persons – Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. Employee believes 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, Hebrews 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), and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. Employee believes 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 are we saved (John 3:16-21; John 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. Employee believes in the resurrection of both the saved and the lost; those that have accepted Christ unto the resurrection of eternal life and those who have not accepted Christ unto the resurrection of eternal judgment (reference: John 5:28,29).
6. Employee believes in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. Employee believes 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).
8. Employee believes that the key to living a victorious, biblical lifestyle is the renewing of the mind to God’s way of thinking. This means that our behavior and attitude exhibit the principles given in scripture. (Romans 12:1-2)
9. Employee believes in the baptism of the Holy Spirit and praying in other tongues. (Acts 2:4, Acts 2:38)
10. Employee believes salvation is found only in Jesus Christ (John. 1:12, Acts 4:12, John 14:1).
11. Employee believes everyone who calls on the name of the Lord will be saved (Romans 10:12).
12. Employee believes through repentance and turning to God there is total forgiveness of sins (Acts 3:19, 1 John 1:9).

13. Employee believes Jesus Christ came to earth as the Son of God. He lived a sinless life, was crucified on the cross for the sins of all humanity and was raised from the dead on the third day. He now rules and reigns in heaven and will one day return to the earth to rule as the King of Kings and the Lords of Lords.
14. Employee believes we are saved by faith, believing God raised Jesus from the dead and confessing Him as Lord (Romans 10:9-10).
15. Employee believes in water baptism for the born again person and the regular receiving of the Lord’s body and blood in the communion service. (Matt. 3:16; 28:19; Acts 8:36-39)
16. Employee believes that God immutable and with His purpose creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26 – 27). Rejection of one’s biological sex is rejection of the image of God within that person.
17. Employee believes that marriage is only defined as the uniting of one man and one woman in a single, exclusive union, as stated in Scripture. (Genesis 2:18 - 25). We believe that God intends sexual relationship and 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)

Employee understands, will teach, and will uphold this statement of faith without creating division.

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Employee Name: _____ Signature: _____ Date: _____

Motion Pacific Christian Academy Staff Prior Work Experience

Name:

Highest Degree:

Date Received:

Work at PCA:

Begin Month	Begin Year	End Month	End Year	Role	Hrs/Day	Days/Wk	Admin Use

Work at another school:

Begin Month	Begin Year	End Month	End Year	School	Role	Hrs/Day	Days/Wk	Admin Use

Continued on back side

Work other than at a school:

Begin Month	Begin Year	End Month	End Year	Company	Role	Hrs/Day	Days/Wk	Admin Use

Other experience (degrees, certificates, classes, etc.) relevant to your position:

Begin Month	Begin Year	End Month	End Year	Company	Role	Hrs/Day	Days/Wk	Admin Use

I attest that all statements and representations set forth above are true and accurate. I understand that I cannot change this information in the future.

Signature:

Date:

Admin Approval:

Date: