

Volume Three PERSONNEL POLICIES

EMPLOYMENT

3.01.1

HIRING POLICY

As per the Faith Academy Constitution Article IV #3: The board of directors shall be responsible for the approval of all employees of this organization and shall fix salaries, allowances and terms of contract. A potential employee should only be extended a contract if each person involved in the interviewing process has peace and there is unity that the person is God's choice for the job at the particular time.

3.01.2

NON-DISCRIMINATORY HIRING POLICY

See Volume One: Board Policies – Section 1.01.15

3.01.3

RECRUITMENT AND SELECTION

1. As soon as a vacancy is expected the administration shall seek to make it known to surrounding churches, colleges, Christian school associations and sister schools in order to find the most qualified candidate.
2. All applicants must complete an application stating their background of training and experience in addition to personal and professional references.
3. Applications and resumes must be submitted to the administrator for the purpose of checking personal and professional references. No applicant shall be requested to appear for a personal interview prior to receiving a favorable response to all reference inquiries by the administrator or designated committee. All expenses connected with obtaining reference information relating to an applicant shall be paid by Faith Academy.
4. The administrator shall initially interview all prospective employees.
5. Subsequent interviews may be scheduled with the dean and/or faculty members.
6. The administrator shall nominate for consideration to the board of directors those applicants that he/she feels, after careful evaluation, will best fill the various classified positions.

7. In all cases the board of directors makes the decision as to employment. After board approval a background and criminal history check will be required. If this check is favorable, the administrator is given the liberty of notifying the person for employment.
8. All employees shall be classified as probationary for the first six months of continuous service.

3.01.4

EMPLOYMENT REQUIREMENTS

1. The teacher affirms that he or she is a “Born Again” Christian who knows the Lord Jesus Christ as Savior. (John 3:3, 1 Peter 1:23)
2. The teacher gives testimony that he/she has a sense of God’s will that teaching is his/her calling, and that teaching at Faith Academy is God’s direction.
3. The teacher accepts without verbal or mental reservations, the Statement of Faith and the Philosophy, Mission Statement and Objectives of this school and is committed to upholding them.
4. The teacher must have at least a bachelor’s degree from a four-year accredited institution and/or career and life experience that qualifies them to teach.
5. The teacher will show willingness to work toward any teacher certification necessary for accreditation.
6. The teacher will provide the following for his/her personnel file:
 - a. Official college transcript
 - b. Teaching and/or training certificate
 - c. Application for employment
 - d. Signed contract
 - e. W4 form with Social Security number
 - f. I-9 form
 - g. Proof of TB test results
 - h. Criminal history check
 - i. Continuing Education Units (CEU’s)

3.01.5

CONDITIONS OF EMPLOYMENT

1. The teacher affirms that he or she is a “Born Again” Christian who knows the Lord Jesus Christ as Savior. (John 3:3, 1 Peter 1:23)
2. The teacher gives testimony that he/she has a sense of God’s will that teaching is his/her calling, and that teaching at Faith Academy is God’s direction.
3. The staff member will manifest by precept and example the highest Christian virtue and personal decorum, serving as a **Christian role model** (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to parents and fellow faculty members in judgment, dignity, respect, and Christian living. (Colossians 3:17 KJ; Titus 2:7-8; 1 Thessalonians 2:10; 1 Thessalonians 5:18, 22-23; James 3:17-18)
4. The staff member accepts without verbal or mental reservations, the Statement of Faith, Philosophy, Mission Statement and Objectives of this school and is committed to upholding them.
5. The staff member where appropriate has read their job description and agrees to abide by the requirements listed. The staff member, where appropriate, has also read and agrees to abide by the regulations set forth in the Policy & Procedure Manual, as well as any additions made by the

- school board during this contact year. He/she agrees to cooperate in every way with the school authorities and adheres to the policies adopted by the board of directors.
6. The staff member will strive at all times to pray for, understand, appreciate, love, and serve all students of Faith Academy and will to the best of his/her ability provide for their fullest spiritual, intellectual, physical, and emotional development.
 7. The staff member will maintain a professional personal appearance at all times.
 8. During interaction with other staff members, parents or students, the staff member will avoid highly debatable topics that tend to divide evangelical believers. A student is to be referred to his/her local church if a debatable topic arises of a theological nature.
 9. The staff member agrees to follow the Biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing Biblical principles -- always presenting a united front. Appropriate confidentiality will be observed in regard to pupil, parent, and school matters. (Titus 3:2; Galatians 5:15)
 10. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship, including statutory claims, shall be settled by Biblically based mediation.
 11. If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook. (406-256-1583 www.peacemaker.net).
 12. The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision. Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her own arbitrator and one half of the fees and costs of the neutral arbitrator and any other arbitration expenses.
 13. The staff member agrees that the Bible dictates the standards for sexual behavior. Any promiscuity, homosexuality, or other deviant sexual behavior is forbidden and as such violates the bona fide occupational requirement of being a **Christian role model**. The unique roles of the male and female are clearly defined in Scripture. Romans 1:24-32 states that God recognizes homosexuals and other deviates as perverted. Deviation from Scriptural standards is grounds for termination. Living as married without the sanctity of the marriage commitment is considered a deviation from Scriptural standards and is grounds for termination. (Romans 12:1-2; I Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5; I Thessalonians 4:3-8; I Timothy 4:4-12; II Timothy 2:19-22; I Peter 1:15-16, 2:15-17; I John 3:1-3)
 14. The staff member acknowledges that he/she is fully aware of his/her obligations under state law regarding child abuse reporting requirements and that he/she will fulfill those obligations.
 15. Any previous agreements, whether written or oral, are fully merged into this agreement and no other agreement, statement or promise other than those contained in this contract shall be valid or binding on either party. This contract shall be interpreted under the laws of the State of Texas.
 16. All employees shall be classified as probationary for the first six months of their initial employment or the first six months of rehired employment.

17. The staff member must give the board one-month prior written notice of intended resignation unless a different termination date is mutually agreed upon. If any employee resigns or is terminated during the period of service covered by this contract, the teacher shall be paid only that portion of the annual salary which the number of days of actual duty worked bears to the number of days of actual duty covered by the contract. All fringe benefits terminate at the end of the last full month of active employment. All of the employer's property in the staff member's custody must be returned before he/she is entitled to final payment of any amounts due upon separation.
18. Where cause exists, the board may terminate this contract. Dismissal may be immediate or with longer notice depending upon the reason for dismissal. Cause, as used herein includes, but is not limited to, any conduct tending to reflect discredit upon the school or upon the staff member, or tending to seriously impair his/her continued usefulness as a Christian role model for the students. The Policy & Procedures Manual gives full details regarding termination of contract.
19. **The contract is contingent upon enrollment levels.**
20. The staff member understands that as non-profit 501(c) 3 religious organizations, Faith Academy is not required to pay unemployment insurance and therefore former employees are not entitled to apply for or receive unemployment benefits.

3.01.6

FAMILY HOME LIFE QUALIFICATIONS FOR EMPLOYMENT

1. Must meet the qualifications of I Tim. 3:8-13.
2. Possesses a mutually submissive spirit with respect to God-given authority within the home.
3. Demonstrate a conviction to fulfilling the responsibilities to one's spouse as outlined in Ephesians 5:22-32 and views marriage as a reflection of the relationship between Christ and His Church.
4. Men: Demonstrate an understanding of his life under Christ's authority and responsibility for the leadership of, sacrifice for and care of the family. His family unit is to provide a positive testimony for Jesus Christ (I Tim. 3:4-5).
5. Women: Demonstrate an understanding of her life under her husband's authority and genuinely respects him; is responsible to him for the way she orders her household and cares for the children (Eph. 5:22-32).
6. Children: Each faculty/staff member having qualified children is encouraged to have them enrolled in an elementary or secondary Christian school.

3.01.7

STAFF ETHICS AND CONDUCT

1. For reasons of building intra-school loyalty, internal problems are to be discussed only between faculty members, the administrator or individual parties involved. Principles from Matthew 18:15-18 should be followed to involve only those necessary to resolve a problem.
2. Maintaining a professional relationship with parents. Avoid developing a relationship with parents that makes you feel that you must treat a student differently because of the relationship.
3. Unless you have the parents' written permission, you may not share information from a student's folder or other private information with anyone outside of Faith Academy.
4. When talking with the parents, say something positive about their child before you discuss problems relating to their child.

5. Please inform and reimburse the school for personal use of the copier, stamps, envelopes and the like.
6. Avoid discussions of school problems in the office where parents, salesmen or students may overhear. Ensure a pleasant, professional atmosphere across the campus.
7. Never discuss negative aspects of one student in front of another.
8. FA employees are obligated to ensure their social media profiles and content are consistent with the FA Statement of Faith and Knight Code of Honor.

3.01.8

HEALTH REQUIREMENTS FOR EMPLOYMENT

1. All FA faculty and staff shall maintain the physical and emotional health necessary for job performance.
2. It is the responsibility of employees to convey information to the administration upon diagnosis or to certify good health upon administrative request.
3. No teacher or staff shall be qualified for employment who is hospitalized for serious emotional disorders. Eligibility for re-employment shall be established upon certification by the attending psychiatrist.

3.01.9

SEXUAL HARASSMENT OF EMPLOYEE OR STUDENTS

No staff member shall harass another employee or student in reference to sexual relations. Any harassment should be reported immediately to the administrator or to another authority if the administrator was involved.

3.01.10

MEAL PERIODS

No employee shall be required to work for a period of more than five (5) hours without a meal period of not less than thirty minutes except when a work period of not more than six hours will complete the day's work.

3.01.11

EMERGENCY HIRING PROCEDURE

If an emergency occurs and it becomes necessary to hire a staff member who does not meet the minimum qualifications, the following procedure is followed:

1. Applicants are found from applicant file, substitute list, parents, or advertising in local papers.
2. The chosen applicant must be a "born again" Christian.
3. The applicant must accept Faith Academy's Statement of Faith, Philosophy, Mission Statement and Objectives and commit to uphold them.
4. The applicant must undergo a criminal background check.
5. The applicant must obtain a TB test and provide proof of its results.
6. Parents of those students who will be under the direction of the faculty member will be informed of the nature of the emergency situation and that the minimum preparation for the position has been temporarily waived.

7. The staff member mentored by other teachers and the principal.
8. A plan to hire a staff member with the needed qualifications will be developed and carried out as soon as possible.

3.01-12

OUTSIDE EMPLOYMENT

Faculty and staff members employed by Faith Academy on a full time contract may not engage in other employment regardless of the number of hours per week without obtaining prior consent from the administrator. Such consent will be given only in the case of hardship, unusual needs or if the employment is consistent with and enhances the contribution of the staff member to his duties at Faith Academy.

3.01-13

INSTITUTE FOR CHRISTIAN CONCILIATION

The following shall be a part of each faculty/staff member's contract. The parties to this agreement are Christians and believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20.

Therefore, the parties agree that any claim or dispute arising out of, or related to, this agreement or to any aspect of the employment relationship (*school relationship, if parental agreement*), including statutory claims not of a criminal nature, shall be settled by biblically based mediation.

If resolution of the dispute and reconciliation do not result from such efforts, the matter shall then be submitted to a panel of three arbitrators for binding arbitration. The selection of the arbitrators and the arbitration process shall be conducted in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation as printed in the Christian Conciliation Handbook. (ICC PEACE – www.instituteforchristianconciliation.com).

The parties agree that these methods shall be the sole remedy for any controversy or claim arising out of the employment relationship (*school relationship, if parental agreement*) or this agreement and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

Each party, regardless of the outcome of the matter, agrees to bear the cost of his/her/its own arbitrator and one-half of the fees and costs of the neutral arbitrator and any other arbitration expenses.

CONTRACTS

3.02.1

EMPLOYMENT CONTRACTS

1. All employees of FA must have a contract that has been approved by the board of directors at an official meeting. The board of directors can waive the requirement.
2. All contracts shall be for a one-year term unless specifically altered by the board.
3. Teachers shall be notified by April 15th, or earlier, if their services will not be required for the following school year. The reason for non-renewal shall be given.
4. Teachers shall notify the school administration in writing by March 15th as to their intent to not return for the following year. This is necessary so that adequate plans may be made in the area of staffing. Contracts not signed and returned within thirty (30) calendar days of issuance shall be considered rejected.
5. The board of directors retains the right to withdraw an offer any time prior to its acceptance.
6. All employees shall be classified as probationary for the first six months of their initial employment and/or the first six months of rehired employment.

3.02-2

RENEWAL OF CONTRACTS

Contracts for teachers, deans and administrative staff members will be renewed annually unless the administration and personnel committee recommends non-renewal. Length of contracts for teachers will be for the amount of time to conduct 175 days of class and any days needed for orientation and closing out.

3.02-3

LOYALTY REQUIREMENTS

Scripture indicates that believers need to have and show a strong loyalty to the Body of Believers. The Christian school needs that same loyalty. All teachers shall agree to uphold the purposes and objectives of Faith Academy as stated in the Contract of Employment, the Statement of Faith, and this document. Should a teacher find he/ she is no longer in harmony with the stated purposes and objectives as outlined in this paragraph, it is his/her Christian duty to notify the board and submit a resignation.

3.02-4

TEACHER EVALUATIONS

To be effective in achieving the highest degree of effectiveness and quality, evaluations will be performed on a regular basis.

The Administration shall conduct at least two formal times of classroom supervision for every teacher every year. There will be a teacher-administration conference after each evaluation. The teacher will receive a copy of the evaluation for their files and the school will keep one. (The school's file on the teacher shall be accessible to the teacher.) End of year conferences will be scheduled with all teachers.

Self-evaluation forms may also be used with the teachers periodically during the school year. In preparation for the teacher-administrator conference, the teacher may be requested to prepare a self-evaluation that might include the lesson observed as well as an evaluation of overall strengths and weaknesses.

3.02-5

SELF EVALUATIONS

Recognizing the important role self-evaluation plays in the total educational program, and that the teacher or the institution cannot grow, or attain its goals, without self-evaluation, Faith Academy is committed to the following plan of action:

1. Every teacher is encouraged to evaluate his lesson and classroom performance daily, weekly, bi-annually and annually.
2. The teachers' in-class performance will be observed regularly and systematically.

3.02-6

OTHER EVALUATIONS

1. Upon recommendation of the administrator, teachers shall be given the opportunity for evaluating the performance of the administrator or dean to whom they are immediately responsible. Also, the administrator may request the dean to evaluate his performance.
2. Teachers shall be encouraged to permit students to evaluate teacher performance, using a carefully constructed evaluation form and with prior consent of the dean or administrator.
3. Students may be given the opportunity to evaluate the overall school program.

RESIGNATIONS / TERMINATIONS

3.03.1

RESIGNATION AND ABANDONMENT OF CONTRACT

If it should become apparent that the teacher under contract shall not be able to complete their contract or be able to accept one for the following year, a written letter of resignation shall be submitted to the administrator. When an employee is absent from his duties for more than three days without due approval, the board may rule the contract to have been breached and declare the position open.

3.03-2

RESIGNATION PROCESS

An employee shall notify the administration in writing if he/she is unable to fulfill the terms of contract. The employee shall be obligated to remain until proper replacement can be secured. In no case shall this be less than two weeks, unless the administration chooses a shorter period. At the time of resignation, the contract shall be dissolved and remaining compensation forfeited.

3.03-3

REDUCTION IN STAFF

In situations where teacher contracts cannot be renewed because of reduction in staff, the administrator shall use seniority, teaching effectiveness and overall value of the teacher's gifts, strengths, and general qualifications in making recommendations to the board of directors. A teacher not offered a contract renewal has seven days after notification in writing to request a hearing with the board. Approval of the full board is required for any release of a teacher due to reduction in staff.

3.03-4

CORRECTIVE / TERMINATION PROCEDURES

If an employee is not performing the given objectives of his/her position satisfactorily, the administrator will adhere to the following procedure:

First Session

The administrator is to outline in writing the specific areas of concern. These areas of concern will be discussed with the employee and an attempt made to discern the root attitudes or problems, and seek to counsel scripturally the employee accordingly. The employee should be encouraged to respond positively. The employee and the administrator will have a time of prayer together at the beginning and end of the conference.

Within three (3) working days, the administrator will summarize the content of the meeting to include:

1. the specific concerns that need to be corrected;
2. the root or attitude problems discerned;
3. the employee's response to the conference and;
4. the specific steps of action to correct each problem area (with follow-up dated if deemed necessary by the administrator).

The conference summary is to be signed and dated by the administrator and the employee. A copy is to be given to the employee and a copy placed in the employee's file. An explanation of the purpose of the file is to be communicated to the employee.

Second Session (if necessary):

The same procedure is to be followed as with the first session with five (5) exceptions:

1. The administrator should preferably have a board member present at the second conference.
2. The employee and administrator should report on the progress they each feel has been made in following the steps of corrective actions outlined in Session One.
3. Any new steps of action should also be documented at this time and the employee informed that failure to implement by (date) is cause for dismissal.
4. Any item not mentioned in the first session will be discussed and a plan of action formulated.
5. The board or board president is to receive a copy of the conference summary.

Third Session (if necessary):

This is the termination session, whereby the employee is informed in writing that either his/her contract will not be renewed or that he will be dismissed immediately. The employee would also be given a letter to:

1. Detail the reasons for his dismissal.
2. Summarize the content of prior conferences;
3. Review the steps of action not followed and problem areas not corrected and.;
4. State the school's position relative to unemployment compensation.

The employee will be given a copy of the letter and receive an explanation as to how it will be used in future inquiries. This final session must include the employee, immediate supervisor, as well as the administrator. If the employee is the administrator, the session is to include the board president and, in some instances, the entire board.

3.03-5

INVOLUNTARY TERMINATION

An employee may be terminated for any one or more of the reasons listed below:

1. Incompetency or inefficiency in the performance of his/her duties or in the use of school property.
2. Discourteous, offensive or abusive conduct or language toward other employees, pupils, parents, or the public.
3. Personal conduct unbecoming an employee of Faith Academy.
4. Repeated and unexcused absence or tardiness.
5. Abuse of sick-leave privileges.
6. Falsifying any information supplied to the school including, but not limited to, information supplied on application forms, employment records, or any other school records.
7. Persistent violation or refusal to obey rules or regulations made applicable to the school by the board or any appropriate state or local government agency.
8. Willful or persistent violation of the policies and procedures of FA or rules of the school.
9. Abandonment of position.
10. Advocacy or overthrow of federal, state or local government by force, violence, or other unlawful means.

11. Consistent ratings or evaluations below FA standards for continued employment.
12. Physical or mental inability to perform the duties required for the position held.
13. Any other reason, not specified above, deemed sufficient by the administration and board of directors.

3.03-6

DISMISSAL OF EMPLOYEES AT THE END OF THE CONTRACT YEAR

The board may terminate the employment of an administrator or teacher at the end of the contract period set forth if, in its judgment, the best interest of the school will be served.

3.03-7

DISMISSAL OF EMPLOYEES DURING THE CONTRACT YEAR

The administrator or teacher may be discharged and salary payments terminated by the board during the school year for one or more of the reasons listed elsewhere in this manual.

3.03-8

NOTICE OF DISMISSAL

Notice of dismissal shall be in writing and delivered in person or by certified mail to the last known address.

3.03-9

RIGHT OF APPEAL

An employee has the option, after the termination session, to appeal the administrative decision directly to the executive committee of the board who will separately hear the employee's and the administrator's positions, rendering a decision only upon a unanimous vote. A further appeal to the entire board is available upon request.

3.03-10

OTHER PROVISION

No consideration shall be given to the sex, national origin or race of an administrator, teacher or employee when deciding to terminate.

3.03-11

COMPENSATION FOR THOSE WHO RESIGN OR ARE DISMISSED

See Section 2.06-6 – COMPENSATION FOR THOSE WHO RESIGN OR ARE DISMISSED

JOB DESCRIPTIONS

Teachers and school administrators are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught with such conviction and truth that the “many who heard him were astonished, saying, ‘Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand!’” (Mark 6:2). His apostles, likewise, were teachers and gave witness “with great power,” through their words and their deeds, and “gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all” (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skill in spelling, reading, grammar, and writing, but to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul’s admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you. (Phil. 4:8–9).

Teachers in a Christian school must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. This is why all teachers, even before their first meeting with students, must subscribe to the school’s Statement of Faith. This is why teachers are required to give a godly example, both at school and away. Teachers must teach truth and avoid falsehood. “Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another. ... Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear” (Ephesians 4: 25, 29).

Teachers minister to their students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to “Let all bitterness and wrath and anger and clamor and slander be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you” (Ephesians 4:31–32). Teachers also model the Christian life by being active in their own church community and by serving as an intermediary assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

3.04-1

HEAD OF SCHOOL / ADMINISTRATOR

1. DIRECTION

- a. Administer Faith Academy in accordance with the philosophy, policies, and procedures adopted by the board
- b. Maintain a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students.
- c. Observe the Matthew 18 principle in conflict resolution. Avoid a negative, critical spirit. Take problems to appropriate administrator as necessary.
- d. Project the Board's spiritual leadership to staff, parents and students.
- e. Update and distribute Policy & Procedure Manual as needed.
- f. Set the agenda for and attend all board meetings.
- g. Prepare for all board meetings, set up, agenda, oversee minutes, and file all official board records.
- h. Facilitate the work of the board and FA administration by the submission of requested reports, documents, suggested policies, etc. for the operation of FA.
- i. Coordinate the public relations programs of the school including development of brochures, media releases, parent orientation etc.
- j. Provide leadership in obtaining and maintaining accreditation.
- k. Assist deans in supervision of staff, improvement of instruction, selection of curriculum, administration of discipline procedures as appropriate and class schedules.
- l. Resolve problems in coordination with administrative staff.

2. FACULTY & STAFF

- a. Direct the daily operation of the school through supervision of staff, coordination of activities and setting the tone for a quality educational program.
- b. Manage personnel affairs including securing staff, developing contracts, answering questions related to salaries and benefits, recommending continuance, dismissal or discipline of staff, etc.
- c. Authorize contracts to agencies of persons outside the school.
- d. Establish clear lines of authority, assign personnel, and develop job descriptions.
- e. Meet regularly with administrative team to insure coordination of programs and quick problem resolution.
- f. Oversee registrar in maintaining personnel files for all current and former employees.
- g. Train and evaluate employees annually to insure that work is done well and employees represent Jesus Christ and the school in their daily living.
- h. Give all written evaluations by administration to the registrar for permanent electronic filing.
- i. Provide for administrative staff development and teacher in-service.
- j. Oversee interviews, selection, training and supervision of substitutes, tutors and resource persons.
- k. Attend and participate in weekly administrative meetings.

3. STUDENTS & PARENTS

- a. Establish and implement procedures for the recruitment and admission of students.
- b. Oversee volunteer programs.
- c. Oversee the coordination of activities of parent classes with the chaplain.
- d. Consult with parents as requested for problem resolution and provide leadership in parent education and parent prayer activities in coordination with the chaplain.

4. FINANCES

- a. Authorize all purchase orders.
- b. Prepare and monitor annual budgets, grant and scholarship requests.

5. OTHER

- a. Oversee all special projects, such as building programs, special services, work trips, senior trips, concerts and programs, staff convention trips, etc.
- b. Oversee building maintenance, decorations and playground maintenance
- c. All other duties assigned by the board of FA which assure the successful operation of Faith Academy.

3.04-2

DEAN OF STUDENTS (ASSISTANT TO HEAD OF SCHOOL / ADMINISTRATOR)

1. POLICY & PROCEDURES

- a. Administer Faith Academy in accordance with the philosophy, policies, and procedures adopted by the board.
- b. Maintain a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students.
- c. Observe the Matthew 18 principle in conflict resolution. Avoid a negative, critical spirit. Take problems to appropriate administrator as necessary.
- d. Direct daily operation of the school through supervision of staff, coordination of activities, and setting the tone for a quality educational program.
- e. Monitor the daily abidance and implementation of school policies by staff, students, and parents.
- f. Resolve problems in coordination with Head of School and staff.

2. DISCIPLINE

- a. Oversee discipline for all students (K-12th).
- b. Assist deans with student discipline paper (tallies, detentions, RAPs) for all students.
- c. Oversee communications with parents and teachers regarding student conflict.

3. FACULTY & STAFF

- a. Supervise faculty & staff.
- b. Work with Assistant Dean of Students to oversee gradebooks, lessons plans, grades (K-12th).
- c. Coordinate and oversee meetings that include teachers, parents and students.
- d. Prepare agenda and facilitate faculty meetings.
- e. Communicate teacher needs to administrative team.
- f. Participate in faculty & staff interviews and orientation.
- g. Monitor and evaluate teachers' performances and make recommendations to the Head of School.
- h. Assist with student supervision and make sure a teacher is on duty for morning arrival, between classes, break, lunch, detention, RAP sessions, car line.
- i. Schedule substitutes for all faculty and staff for junior high school, high school, and office.
- j. Oversee substitutes and tutors.
- k. Communicate and cooperate with school staff to meet their overall needs.

4. STUDENTS & PARENTS

- a. Counsel students and parents as requested and/or needed.

- b. Schedule and facilitate new student/parent interviews and orientation.
 - c. Oversee academic progress of all students, in cooperation with other Deans.
 - d. Evaluate and make referrals for students in need of outside services.
 - e. Coordinate communications via Renweb emails and texts.
 - f. Dress Code: Update, gain board approval, type, distribute, enforce policies
 - g. Attendance: Track attendance, communicate with parents, enforce policies
5. OTHER
- a. Coordinate academic scheduling for daily classes and final exams.
 - b. Coordinate National Honor Society Blood Drives.
 - c. Coordinate quarterly Awards Chapels.
 - d. Maintain records of graduation statistics.
 - e. Coordinate high school graduation.
 - f. Supervise building inventory coordinator.
 - g. Other responsibilities as requested by the head of school and/or the board.

3.04-3

ASSISTANT DEAN OF STUDENTS

- 1. POLICY & PROCEDURES
 - a. Administer Faith Academy in accordance with the philosophy, policies, and procedures adopted by the board.
 - b. Maintain a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students.
 - c. Observe the Matthew 18 principle in conflict resolution. Avoid a negative, critical spirit. Take problems to appropriate administrator as necessary.
 - d. Direct daily operation of the school through supervision of staff, coordination of activities, and setting the tone for a quality educational program.
 - e. Monitor the daily abidance and implementation of school policies by staff, students, and parents.
 - f. Resolve problems in coordination with the head of school and staff.
- 2. DISCIPLINE
 - a. Enforce discipline for junior high and high school students.
 - b. Enforce dress code for junior high and high school students.
 - c. Manage all student discipline paper (tallies, detentions, RAPs) for junior high and high school students.
 - d. Assist in communications with parents and teachers regarding student conflict.
- 3. FACULTY & STAFF
 - a. Supervise teachers (6th-12th).
 - b. Observe and evaluate teachers and provide teacher with observation summary as well as provide report to administrative team (6th-12th).
 - c. Meet with teachers, parents and students as necessary to resolve academic concerns.
 - d. Work with teachers, parents and students to ensure academic progress.
- 4. STUDENTS & PARENTS
 - a. Assist in evaluation of student eligibility for admission.
 - b. Participate in new student interviews and orientation.
 - c. Serve as liaison with parents in matters concerning the academic progress of their student

- d. Coordinate and oversee meetings that include teachers, parents and students when student grades, learning, or abilities are involved.
- 5. ACADEMICS
 - a. Set up electronic grade books.
 - b. Instruct teachers regarding electronic grade books / lesson plans.
 - c. Review grade and lessons plans to insure accuracy and deadlines.
 - d. At Risk communication with parents, teachers and coaches.
 - e. Process all grade reports, including progress reports and report cards.
 - f. Track student eligibility for extracurricular involvement.
 - g. Oversee student schedules.
 - h. Oversee high school credits and transcripts.
- 6. COLLEGE PREPARATION
 - a. Instruct students/parents on FASFA.
 - b. Assist students with college applications
- 7. OTHER
 - a. Oversee Chapel and special events with Chaplain.
 - b. Other responsibilities as requested by the head of school and/or the board.

3.04-3a

DEAN OF ACADEMICS

- 1. POLICY & PROCEDURES
 - a. Administer Faith Academy in accordance with the philosophy, policies, and procedures adopted by the board.
 - b. Maintain a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students.
 - c. Observe the Matthew 18 principle in conflict resolution. Avoid a negative, critical spirit. Take problems to appropriate administrator as necessary.
 - d. Direct daily operation of the school through supervision of staff, coordination of activities, and setting the tone for a quality educational program.
 - e. Monitor the daily abidance and implementation of school policies by staff, students, and parents.
 - f. Resolve problems in coordination with the head of school and staff.
- 2. DISCIPLINE
 - a. Enforce discipline for elementary school students.
 - b. Enforce dress code for elementary school students.
 - c. Manage all student discipline paper (tallies, detentions, RAPs) for elementary school students.
 - d. Assist in communications with parents and teachers regarding student conflict.
- 3. FACULTY & STAFF
 - a. Supervise teachers (K-5th).
 - b. Observe and evaluate teachers and provide teacher with observation summary as well as provide report to administrative team (K-5th).
 - c. Meet with teachers, parents and students as necessary to resolve academic concerns.
 - d. Work with teachers, parents and students to ensure academic progress.
 - e. Schedule substitutes for all faculty and staff for elementary school.

- f. Oversee substitutes and tutors.
 - g. Communicate and cooperate with school staff to meet their overall needs.
- 4. STUDENTS & PARENTS
 - a. Assist in evaluation of student eligibility for admission.
 - b. Participate in new student interviews and orientation.
 - c. Serve as liaison with parents in matters concerning the academic progress of their student
 - d. Coordinate and oversee meetings that include teachers, parents and students when student grades, learning, or abilities are involved.
- 5. ACADEMICS
 - a. Review grade and lessons plans to insure accuracy and deadlines.
 - b. Coordinate and oversee Terra Nova testing for elementary and junior high students.
 - c. Coordinate, oversee and administer PSAT testing for 8th grade and high school students.
- 6. OTHER
 - a. Oversee elementary school library.
 - b. Coordinate end of year awards.
 - c. Coordinate Kindergarten graduation.
 - d. Other responsibilities as requested by the head of school and/or the board.

3.04-4

TEACHER

- 1. Assigned to room, grade, subject, and extracurricular duties by the Administrator.
- 2. Maintain a close personal walk with the Lord evidenced by his/her example and spiritual leadership among peers and with students.
- 3. Observe the Matthew 18 principle in conflict resolution. Avoid a negative, critical spirit. Take problems to appropriate administrator as necessary.
- 4. Complete any accreditation projects assigned.
- 5. Accept his/her proportionate amount of supervision outside the regular classroom assignment.
- 6. Follow the chain-of-command.
- 7. Will be knowledgeable of information in both the teacher and student handbooks and will follow the guidelines provided.
- 8. Teach students in a manner becoming a Christian and professional educator.
- 9. Strive to develop a good rapport with parents and keep communication open and frequent.
- 10. Attend before school prayer each morning at 7:25 a.m.
- 11. Arrive at least 10 minutes early (7:20) for 7:25 a.m. duty on his/her assigned week and follow the supervisory guidelines set forth.
- 12. Remain on campus each day until 3:30 p.m. (4 p.m. if necessary).
- 13. If it is necessary to leave early or to leave campus during the day, the teacher will first inform the office staff and sign out and in upon returning.
- 14. Attend faculty meetings, orientation, parent/teacher meet and greet, and the Night of Knights.
- 15. Supervise extracurricular activities, organizations, and outings as assigned.
- 16. Attend evening programs if involving his/her students.
- 17. Hold twice-yearly conferences with parents of each student.
- 18. Show an interest in and participate in school activities and programs.
- 19. Attend weekly chapel and will contribute to the service when needed.
- 20. Attend the school-wide summer in-service.

21. Maintain staff harmony and unity by having a loyal, cooperative, and encouraging spirit to be a team worker.
22. Ask for help when needed.
23. Accept constructive criticism with poise and disagree pleasantly.
24. Serve willingly on committees.
25. Turn in all reports promptly and accurately.
26. Follow the curriculum provided.
27. Develop daily, weekly and yearly lesson plans.
28. Submit lessons plans for the following week each Friday.
29. Keep accurate attendance records.
30. Abide by the grading procedures set for in this policy manual.
31. Complete paperwork, including the following:
 - a. Progress Reports 8 times a year
 - b. Report Cards 4 times a year
 - c. Grade records for permanent file
 - d. End of year debriefing evaluation tests
 - e. Records of attendance
 - f. Other paperwork as assigned or requested
32. Be aware of the importance of documentation and maintain the needed classroom files.
33. Thoughtfully implement new ideas to improve teaching with approval from administration.
34. Meet the various learning styles of all students using strategies to motivate students for learning.
35. Encourage students to strive for "a spirit of excellence" in all they do.
36. Organize materials and students to maximize instruction time.
37. Integrate Biblical truths and principles into every class.
38. Obtain and show courteous attention and respect to and from all students.
39. Utilize the school's discipline policy fairly and consistently.
40. Provide and maintain a bright, cheerful classroom conducive to learning.
41. Keep classroom neat and orderly at all times.
42. Show responsibility for the care of school property
43. When leaving the classroom for the day:
 - a. Have the students clean the classroom as needed
 - b. Adjust the HVAC as directed
 - c. Turn out lights and lock classroom
44. Show responsibility for the general supervision of all students on school premises and during school activities.
45. Acknowledge awareness of obligation under state law regarding child abuse reporting requirements. **First contact administration.** See:
 - a. 4.03-21 – CHILD ABUSE AND NEGLECT
 - b. 4.03-22 – CHILD TO CHILD ABUSE
 - c. 4.03-23 – PERMISSION TO INTERVIEW STUDENTS DURING SCHOOL HOURS
 - d. 4.03-24 – PERMISSION TO REMOVE STUDENTS FROM SCHOOL DURING SCHOOL HOURS
 - e. 4.03-25 – INTERVIEW WITH CHILD PROTECTIVE SERVICE DURING SCHOOL HOURS
46. Good PLANNING is essential to good teaching. Teachers must have both long-range and short-range plans for each subject taught. A good teacher knows what he/she is going to teach, when

he/she is going to teach it, why he/ she is going to teach it, and how he/ she is going to teach it.
Plan your work, and work your plan.

47. Long-range planning ensures that the teacher is acquainted with the material to be taught during the year, and long range planning also helps to make certain the material will be covered.
 - a. According to TAAPS standards, to be an accredited school, said school “shall be in compliance with applicable rules of the State Board of Education;” furthermore, “The TEKS as required by the State Board of Education will be considered the basis of the school’s curriculum.” That means that Faith Academy of Bellville must follow the TEKS or existing state standards in order to operate as a private school in Texas.
 - b. An Academic Scope and Sequence or Curriculum Syllabus will need to be written for each subject taught. Teachers should be familiar with the TEKS for the course they teach. Highlight the TEKS as the concepts are taught throughout the year. Work to match the TEKS with the Scope and Sequence of textbooks. This will be a tremendous help in compiling the Academic Scope and Sequence or Curriculum Syllabus that is REQUIRED FOR ACCREDITATION.
 - c. Quarterly Projections for each subject will need to be prepared. These projections should include material and objectives to be covered, field trips, special activities, videos, projects, etc. THIS IS REQUIRED FOR ACCREDITATION.
48. Weekly Lesson Plans must be written. These plans should include each day prepared. These projections should include material and objectives to be covered, field trips, special weekly lesson plans submitted in RenWeb by 5:00 pm each Friday, or the last day of the school week. A good lesson plan should include the following elements:
 - a. I = Inspiration
 - b. R = Review
 - c. N = New Material
 - d. PG = Practice as a Group
 - e. PI = Practice as an Individual
 - f. RN = Review New Material
 - g. B = Blessing
 - h. The Lesson Plan Format incorporates Bloom’s Taxonomy of Learning Domains, was adapted from The Curriculum Project by John Samara, and was inspired by the work of Madeline Hunter.
49. Daily Lesson Plans should be written in this format:
 - a. Bell-Work or Warm-Up: Practice or lesson related material to remind the students and engage the students in what subject they are studying for the hour.
 - b. Objective: The objective has a specific format and incorporates a cognitive verb from Bloom’s Taxonomy, content description, and a project. Please post and read the objective aloud or have a student read it, or read it chorally. Research shows that simply reading the daily objective aloud increases retention by 30%.
 - c. Focus: The focus should be the “hook” that draws the students’ attention before the lesson actually begins. It can be something from the bell-work or warm-up or something different such as props, visuals, or music, followed by brainstorming or Q&A. It makes a nice segue into the reading of the objective.
 - d. Activities: The list should reflect the daily agenda and should be posted with the daily objective. (focus, objective, direct instruction, guided practice, individual practice, closure, assessment) This helps the teacher and the student stay on track.

- e. Homework: Assignment for the next day or next few days.
- 50. Weekly Grades must be entered into RenWeb between 3p.m. and 5 p.m. each Monday for the prior week's work.
- 51. A good teacher is always prepared.
 - a. The teacher should have materials organized to maximize the time available for instruction.
 - b. Try to have materials copied before class begins.
 - c. Teach from bell to bell.
 - d. Free time should not be given.
 - e. An extra activity such as library books, puzzle sheets, word searches, or DEAR (Drop Everything and Read) should always be available.
 - f. If 5 minutes of a class period is wasted each day, 3 weeks and 3 days – nearly ONE MONTH will be lost.
- 52. Good preparation for a substitute teacher is mandatory.
 - a. Prepare a folder for emergencies at the beginning of the year.
 - b. This could include a student list, classroom routine and schedule, reliable students, and a seating chart.
 - c. Include supplemental activities or plans such as a writing project, math problems, puzzles, or research tasks.
 - d. If a teacher knows he/she will be absent, detailed lesson plans and procedures should be left on the teacher's desk.
 - e. When arranging for a sub, please leave the substitute folder / work / instructions on the desk.

3.04-5 REGISTRAR

- 1. ENROLLMENT
 - a. Oversee admissions process for new and returning students.
 - b. Tours / Information Meetings
 - c. Forms / Brochures / Information Folders
 - d. Collect Paperwork / Schedule Screening / Interview
 - e. Acceptance or Denial notification with Dean of Students
 - f. Enrollment Contracts
- 2. STUDENT RECORDS
 - a. Manage permanent records for current and past students
 - b. Admissions Forms
 - c. Academic Reports
 - d. Medical Information
 - i. Screenings – Vision, Hearing, Scoliosis
 - ii. File reports with State of Texas
 - e. Permission / Emergency / Transportation Forms
 - f. Records for Withdrawn Students
- 3. GRADE REPORTS
 - a. Oversee admissions process for new and returning students
 - b. Oversee issuance of academic reports

- c. Progress Reports
- d. Report Cards
- e. Honor Roll
- 4. RENWEB
 - a. Manage RenWeb
 - b. Student / Staff Data Entry
 - c. Immunizations
 - d. Gradebook Set Up
 - e. Class / Course Set Up
 - f. Scheduling
 - g. Grade Reports
 - h. Honor Roll
 - i. Parent Log-In System
 - a. Parent Emails
- 5. DUAL CREDIT
 - a. Information to students and parents
 - b. Assist with enrollment of students
 - c. Liaison between Faith Academy and Blinn College
 - d. Receive grades and report to person in charge of transcripts
- 6. OTHER
 - a. Faculty insurance
 - b. Faculty emergency records
 - c. Drivers for school vehicles
 - d. Staff background checks
 - e. PSAT
 - f. AP testing
 - g. Scholarships for seniors and other high school students

3.04-6

OFFICE MANAGER / RECEPTIONIST

- 1. GENERAL
 - a. Support the administration, faculty and staff
 - b. Assist all persons entering the building
 - c. Maintain neat desk and lobby area
 - d. Monitor campus visitors, collect identification, issue name tags
 - e. Copies, basic typing, if asked
 - f. Monitor weather radio
 - g. Dispense medication and perform basic first-aid as needed
 - h. Assist with special events
 - i. Schedule chapel speakers
 - j. Maintain current messages on campus signs (can be delegated aide if available)
 - k. Maintain adequate supplies for high school – order as needed as per budget
 - l. Maintain Google calendar
 - m. Maintain professional demeanor in the presence of all Faith Academy visitors, parents, faculty and staff members. Keep confidential all office conversations.

2. PHONES / MAIL / FAXES

- a. Field questions
- b. Call parents on behalf of office staff and/or faculty for many reasons, including sick students, special requests or needs, and other sensitive issues (i.e. lice)
- c. Check answering machine, write down any messages and deliver
- d. Update answering machine message as needed
- e. Answer all telephone calls, transfer, record and relay messages
- f. Use carbon message books for all telephone and walk-in messages
- g. Pickup, sort and distribute mail
- h. Collect and distribute any faxes
- i. Maintain current parent / faculty directories for phone numbers and emails

3. ATTENDANCE

- a. Prepare monthly attendance sheets for students, faculty meetings, and devotions
- b. Check absenteeism at the beginning of first period and report findings to Dean of Students
- c. Call parents each morning in regard to absenteeism and manage spreadsheet with the information
- d. Manage check-in/out records

4. HOT LUNCHES

- a. Take daily hot lunch count
- b. Prepare monthly lunch menus
- c. Keep lunch balances

6. SCHOOL SUPPLIES / STUDENT PLANNERS / RECYCLING

- a. Maintain current supply lists
- b. Oversee website offering on-line purchases of school supplies
- c. Create and submit student planner order each spring
- d. Supervision of Recycle Bin including arranging emptying

7. CONFERENCES

- a. Schedule parent conferences
- b. Assist with set-up of conferences
- c. Assist with paperwork at the conferences

8. UNIFORMS

- a. Order all uniforms
- b. Maintain accurate inventory of all uniforms
- c. Sell uniforms

3.04-7

CHAPLAIN

1. Oversee Bible curriculum and instruction ensuring that both are in keeping with the Faith Academy Statement of Philosophy, Mission Statement, and Statement of Faith
2. Oversee weekly chapel services
3. Provide prayer support of students, families and faculty
4. Provide resources for pastoral care for unchurched families
5. Encourage unity between parents and children through prayer, mediation, and intervention
6. Assist families with resources for counseling and intervention
7. Assist the head of school, the dean of students and dean of academics as needed in parent, student, and teacher conferences

8. Provide students with and encourage them in leadership / ministry opportunities
9. Teach daily Bible classes
10. Oversee campus ministry opportunities (i.e. Knights That Pray, Parents In Touch, See You at the Pole, National Day of Prayer)
11. Assist with student behavioral issues as needed.

3.04-8

ADMINISTRATIVE ASSISTANT

1. ASSISTANT TO ASSISTANT DEAN OF STUDENTS
 - a. Transcripts – run and keep up to date
 - b. Gradebooks – check weekly and run grade reports
 - c. Parent Points – track each semester and communicate with parents
 - d. Attendance – monitor absences and letters
 - e. Tallies – enter daily and keep records of tallies and detentions
 - f. RAP – teacher and parent communication
 - g. Daily scheduling with teachers and parents
 - h. Report Card Conferences – set up and coordinate
 - i. FALCON – communication with registrar regarding screenings
 - j. Teacher Observations – schedule for Dean of Junior High & Dean of Students
 - k. Final Exams – collect and file
2. OTHER ADMINISTRATIVE ASSISTANCE
 - a. Purchase Orders – records and actual purchasing
 - b. Electronic Filing – as needed for Financial Director
 - c. Auction – make purchases on-line as requested by the administration
 - d. Curriculum – order, inventory, sell
 - e. Policy Manual – update as needed (electronic file, website updates, Head of School copy)
 - f. Scheduling – create annual daily academic schedules to meet teacher and student needs
 - g. Annual Calendar – prepare for administration
 - h. Accreditation – assist with annual reports as requested by Head of School
3. JUNIOR HIGH RECEPTION
 - a. Phones
 - b. Order / replenish supplies
 - c. On-call substitute teacher
 - d. Read tests to students
 - e. Administer medications
4. EVENTS
 - a. Advise on events and field trip coordination and assist as needed with prep and set-up
 - b. Awards chapels

3.04-8a

EVENTS COORDINATOR

1. EVENTS
 - a. Parent / Teacher Meet & Greet
 - b. Back to School Orientation

- c. Fall Pictures
 - d. Grandparents Day
 - e. Golf Tournament
 - f. Western Day
 - g. Austin County Parade School Float
 - h. Red Ribbon Week
 - i. Homecoming
 - j. Veterans Day
 - k. Thanksgiving Feast
 - l. Fall Sports Banquet
 - m. Teacher Christmas Luncheon
 - n. Christmas Pageant
 - o. Night of Knights Pictures
 - p. Spring Pictures
 - q. Teacher Appreciation Week
 - r. Prom
 - s. Academy Awards
 - t. Graduation
 - u. ACSI Events – registration, information distribution, disbursement of required fees
2. DECORATIONS - Coordinate all decorations going out and coming in

3.04-8b

FUNDRAISING COORDINATOR

- 1. NIGHT OF KNIGHTS
- 2. GOLF TOURNAMENT

3.04-9

EARLY EDUCATION CENTER DIRECTOR

- 1. Strive to maintain a positive, loving, Christ-filled learning environment in the Early Education Center (EEC)
 - a. Plan and supervise weekly department-wide planning meetings.
 - b. Monitor that lesson plans and grades are input as required.
 - c. In charge of researching, purchasing, monitoring effectiveness and recommending changes of student and teacher curriculum for all subjects in Nursery School, Pre-School, and Pre-Kindergarten classes.
 - d. Quickly resolve any conflicts involving teachers, parents, and/or students.
 - e. Encourage and mentor teachers.
 - f. Research conferences, literature, curriculum, innovations pertinent to promoting staff development.
 - g. Coordinate/contact substitutes as needed for EEC.
 - h. Schedule and oversee volunteers and hourly workers.
- 2. Oversee the needs of EEC Building to include, but not limited to:
 - a. Report all maintenance needs in building/playground and provide follow-up.

- b. Inventory and order necessary supplies to maintain consistence in daily operations (snacks, lunch supplies, teachers' supplies).
 - c. Check heating / AC units upon arrival and departure.
 - d. Work with financial director to operate within budget.
 - i. Maintain log of employee absences and report to financial director.
 - ii. Verify and turn in all hourly workers' time sheets on 1st and 16th of each month
 - iii. Receive daily student log-in records for extended care, input information, submit to financial director.
 - e. Two times per year, during time changes, oversee and plan for the setting of clocks and rearrangement of the ringing of bells in EEC Building.
 - f. After appointments have been made by administrator, ensure that staff are in place for the following in EEC Building:
 - i. Morning arrival
 - ii. Break
 - iii. Lunch
 - iv. Fire / emergency drills or actual events
 - v. Student dismissals
- 3. Serve as immediate supervisor of all extended care employees
 - a. Arrange at the beginning of the year for a complete understanding of the FA Policy Manual (PM) by the extended care workers as it pertains to discipline, child care, class management, and safety. Review with returning employees; train new employees.
 - b. Arrange substitutes as needed.
 - c. Provide direction and support for works in the event of any emergency.
 - d. Report extended care needs or comments to administration.
- 4. Attend weekly administrative meeting.
 - a. Be the advocate of both the EEC and extended care departments, voicing all needs / concerns to the administration.
 - b. Keep administration informed of every aspect of both departments.
- 5. Other
 - a. Report Card Conferences
 - i. Oversee EEC parent-teacher conferences held in October and March.
 - ii. Assist teachers as needed.
 - iii. Conference with parents/guardians when necessary
 - b. Conferences
 - i. Consult with teachers before a conference is called with a parent/guardian.
 - ii. Attend all conferences held with teacher and parent/guardian.
 - iii. Provide resolution/plan for moving forward for issue at hand.
 - c. Communication with Families
 - i. Provide an open line of communication to keep families abreast of upcoming school related functions.
 - ii. Be available to speak with parents/guardians as necessary.
 - d. Field Trips
 - i. Work with teachers in selecting field trip locations and dates.
 - ii. Plan and schedule every aspect of each field trip.
 - iii. Make necessary calls, lunch provisions, and payments if required.

- iv. Coordinate drivers and transportation, working with the van and bus schedule if those vehicles will be used.
- e. Tours
 - i. Meet with families interested in enrolling their child(ren) in Faith Academy.
 - ii. Provide a comprehensive tour of the EEC facilities.
 - iii. Offer information regarding curriculum and activities offered in the EEC.
- f. Liaison - FALCON
 - i. Work closely with FALCON to meet the individual needs of the whole child.
 - ii. Establish and maintain a protocol for screenings and record keeping of each student enrolled in the EEC.
 - iii. Ensure that records are kept current and are transferred each year with the student.
 - iv. At the beginning of each school year, work with FALCON to schedule screenings for each child.
 - v. Upon completion of screenings, schedule and attend brief meetings with respective teacher and FALCON personnel to determine needs and to formulate a plan of action.
 - vi. If a referral to Big FALCON is recommended, schedule and attend the meeting with parent/guardian.
- g. Liaison – Local School Districts
 - i. Serve as liaison for EEC should a child need screening provided by a local school district.
 - ii. Work with parent/guardian and school district to provide necessary documentation and information.
 - iii. Attend ARD meetings.

3.04-10

FINANCIAL DIRECTOR

- 1. Manage all accounting:
 - a. Accounts payable
 - 1. Invoicing
 - 2. Tuition
 - 3. Memberships and Fees
 - 4. Reimbursement requests
 - 5. Petty cash
 - 6. Check requests
 - b. Accounts receivable
 - 1. Deposits
 - 2. Receiving and tracking tuition payments
 - c. Payroll
 - 1. Make all payroll tax payments
 - 2. File quarterly 941 forms
 - 3. File quarterly Texas Work Force forms
 - d. Provide information to accountant for annual Form 990

- e. Post all financial transactions (except Booster Club and Cheerleader, but coordinate balance in October and April)
2. Assist in preparation of annual budget and maintain a watchful eye that all expenditures are within budget. Report any over-budget or near-over items to administration and/or board treasurer.
3. Design, maintain and distribute contracts for families
4. Send out letters on delinquent accounts and report to Board Treasurer
5. Keep track of and post all Extended Care times and payments
6. File
7. Maintain key inventory and distribution
8. Conduct criminal history background checks
9. Manage e-mail
10. Prepare monthly Profit and Loss Statement and Balance Sheet
 - a. Fax to board treasurer for approval
 - b. Make copies for monthly board meeting.
11. Prepare year-end financial statements as needed.

3.04-11

ATHLETIC DIRECTOR

The athletic director is the immediate supervisor of athletic coaches and is in charge of all athletic programs.

1. **ATHLETIC PROGRAMS**
 - a. Faith Academy provides the following separate girls and boys athletic programs as coaching personnel are available.
 - b. **GIRLS: Grades 6-8 and 9-12**
 - Cheerleading
 - Volleyball
 - Basketball
 - Golf
 - Track and Field
 - Softball
 - Cross Country
 - c. **BOYS: Grades 6-8 and 9-12**
 - Football
 - Basketball
 - Golf
 - Track and Field
 - Baseball
 - Cross Country
2. **DUTIES**
 - a. The athletic director is responsible for scheduling all games, tournaments and athletic events
 - b. The administration **MUST** approve all scheduling before publication.
 - c. The receptionist/secretary and the administrator should be given:
 - Schedules for approval before publication
 - List of players and coaches

- List of players and coaches soon as they are available (before the first game)
 - List of all scheduled practices
 - Immediate changes in practice and/or game schedules
 - d. Before the schedule is finalized, the coaches should be given an opportunity to view it and voice any possible conflicts
 - e. Any changes must be made with the administrator should be given a schedule of all practices must be given to the administrator at the beginning of the season and any further changes must be cleared with the administrator.
 - f. Parents must be given a schedule of athletic practices, games, tournaments and details of trips.
 - g. Teachers are to be advised at the beginning of the school year of early dismissals and/or absences due to out-of-town games/competitions.
 - h. A list of players affected by early dismissals should be given to teachers as soon as it is available.
 - i. The scheduling of referees/officials and arrangement for the amount and method of payment of their fees is the responsibility of the athletic director.
 - j. The referees/officials will be paid by the financial director from information provided by the athletic director.
 - k. Athletic transportation is to be supervised by the athletic director.
 - Coaches and/or staff driving school vehicles must be properly trained. See 4.09-8 RULES FOR ATHLETIC EVENTS
 - The driver of a school vehicle is responsible for the unloading and cleaning of the school vehicle.
 - l. Academic eligibility verification is to be kept current on each student and any change in a student's eligibility verification is to be kept current on each student. The athletic director is to enforce the eligibility requirements at all times and verify that all coaches are doing the same. See 4.06-24 – NO PASS/ NO PLAY
 - m. The athletic director is to enforce section 4.10-8 RULES FOR ATHLETIC EVENTS and verify that coaches are doing the same.
3. VOLUNTEERS
- a. Schedule all parent volunteer for athletic events
 - b. Have sign-up sheets listing positions to be filled as follows:
 - AUGUST – Football, Volleyball, Cross Country
 - OCTOBER – Basketball
 - JANUARY - Softball, Baseball, Track
4. PUBLICITY
- a. Submit all athletic game recaps, pictures, Athlete of the Week photo, Knight News and other information as needed to newspapers each week
 - b. Build advertisements as needed
5. PHOTOGRAPHY
- a. File a "head and shoulders" photo of every high school student in the computer
 - b. Take or schedule someone to take individual and team photos at the beginning of every athletic season
 - c. Arrange photos for fall and spring calendars
6. OTHER
- a. Order T-shirts for organizations as needed

3.04-12

COACH (ACADEMIC AND/OR ATHLETIC)

The Role of the coach is to be Christ's ambassadors in practices, competitions, interactions with students, parents and fellow faculty. Christian role model expectations apply to personal life including, but not limited to, social media. (II Corinthians 5:20)

All coaches, both employed and volunteer, are considered Faith Academy staff. Therefore, all coaches fall under the Faith Academy liability umbrella and are covered equally by Faith Academy.

Coaches shall direct the players in the skills of the sport so that each player aims toward reaching their potential for their age and maturity.

Spiritual coaching goals:

1. Conform yourself and the athletes to the likeness of Jesus Christ.
2. Strive for spiritual victories (I John 5:4) ...**everyone born of God overcomes the world**. Strive to:
 - a. Demonstrate the fruits of the spirit during normal and stress situations: **love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control** (Galatians 5:22-26)
 - b. To lead a team member to a saving knowledge of Jesus Christ.
 - c. To learn how to trust in God for everything through Jesus Christ.
 - d. To develop a personal relationship with God by prayer and Bible reading.
 - e. To praise God for physical victories.
 - f. To treat our bodies with proper health practices, as God created our bodies to serve Him.
 - g. To submit to the rules of the game and the officials who enforce the rules, as God has directed Christians to be subject to authority.
 - h. To praise God for physical defects by understanding that God is good and perfect in His will and that God loves the opposing team as well.
3. Practice measures that develop spiritual victories:
 - a. Conduct team devotionals before each game, which are aimed toward instructing athletes in their Christian service to God.
 - b. Conduct team prayer meeting before each game with athletes and/or parents.
 - c. Encourage athletes themselves to be the leaders in preparing and leading the team devotional and prayer.
 - d. Take time during team meetings to instruct athletes in the behavior and character God expects of them.
 - e. Be an example to the athletes; it is very important that the life of the coach be consistent with his/her teachings.
 - f. Meet with other Christian coaches to share and develop new ideas.
 - g. Conduct a short prayer, as a complete team, after each game, whether the team has won or lost.
 - h. Encourage athletes to have interpersonal relationships with opponents (congratulate opponents after every game).
 - i. Openly admit mistakes or errors, and when wrong has been done, seek forgiveness.

- j. Lovingly discipline athletes whose actions have been detrimental to the spiritual objectives of the school.
- k. Show care for equipment and facilities of own school as well as opponents.
- 4. Strive to avoid spiritual defeat. Examples of spiritual defeats:
 - a. To use improper language toward opponents, referees, fans, or other coaches.
 - b. To belittle an opponent (e.g. running up the score with no justifiable reason, mocking the other team, embarrassing a referee when he makes an unfavorable call).
 - c. To belittle a team member (especially during games and practice sessions).
 - d. To allow winning to become so important that a “win at all costs” philosophy emerges.
 - e. To intentionally break the rules of the game to gain desired results.
 - f. To destroy or mistreat athletic equipment, facilities, or exploit athletes.
 - g. To become angry for unjust or selfish reasons to the extent of losing control. A Christian coach or athlete should always be under control of the Spirit.

Coaching responsibilities:

As a coach, you are responsible for:

1. The condition of the **athletic facilities**. This means while our team is using any facility (ours or that of someone else) it becomes your job:
 - a. to see that it is kept clean
 - b. that it is locked or secured after you have finished.
 - c. report any damages to the appropriate authority.
 - d. always be the last one out of the facility after use unless the school custodian is finishing clean up
 - e. insure that the facilities are ready prior to a practice or game. This does not mean that you must do all or most of the work, but only that you see that it gets done.
 - f. When leaving another facility (especially an opponent's) make sure our players and spectators leave the area clean.
2. The condition of **school vans/bus** during and after trips. It is the coach's job to:
 - a. See that students clean during use, upon arrival at competition, and upon return
 - b. Assign two students to ensure above task is completed
 - c. Complete transportation paperwork as discussed in training and leave in FA vehicle.
 - d. Report any damages to the athletic director
 - e. See that it is locked and secured after use and place key in drop box
3. **Supervision of players** (after game or practice)
 - a. Coaches should be thoroughly instructed in Faith Academy policy
 - b. The same discipline violation consequences are to be given by coaches as teachers.
 - c. Supervision continues until all are picked up or elementary players are escorted to extended care.
 - d. At no time are students to be left unattended in a classroom or a gymnasium. Staff members leaving students unattended open themselves and the school to unnecessary charges of neglect that could lead to serious legal problems.
 - e. Van/bus doors are to be locked, making sure that it is unoccupied.
 - f. Players, managers or any student should never be permitted to go anywhere alone. This includes the restroom. Students should go everywhere in twos.

- g. Locker rooms must be kept clean and organized. At the coach's discretion, any garments, materials, shoes, etc. may be thrown away at the end of the day if the items are not picked up or claimed.
4. The **use of athletic equipment and uniforms** is the responsibility of the coach through the athletes.
 - a. Check to see that athletes do not lose or abuse materials.
 - b. Develop a workable system by which you can get all uniforms returned in good shape.
 - c. Report any lost, broken, or stolen equipment to the office.
 - d. Discourage the wearing of athletic equipment and clothing at unauthorized places or times.
5. The coach shall present athletes and parents with consequences of absences that are with or without notice. Consequences of absences and tardies will be at the coach's discretion.
6. The coach shall call to the attention of the administrator any incidents of conduct on the part of coaches, officials, players, or spectators that seem detrimental to the best interest of the sport, school, and our Lord Jesus Christ.
7. The Athletic Director will inform all coaches if a student has become ineligible and the coach must enforce the probation and or exclusion of all players equally by the rules set forth.
8. The Athletic Director must make sure that no athlete participate in practice or competition until all paperwork, physicals, and fees are complete and filed. All athletes need physicals annually.
9. If an injury should occur, immediate, qualified assistance should be sought. The coach should report serious injuries or any injury involving the head or eyes to the administrator and to the parent of the injured student.
10. For an injury requiring medical attention, a doctor qualified assistance should be sought. The coach should report serious injuries and any injury involving the head or eyes to the administrator and to the parents of the injured student.
11. For an injury requiring medical attention, a doctor's release is required before the athlete may return to practice or competition.
12. For **out of town games** the coach is responsible for:
 - a. Students leave the school in approved school attire and change only at appropriate time given by the coach
 - b. Boys and girls may ride in the same vehicle when there is a chaperone approved by the administration.
 - c. All off-campus trips must begin and end at the school, unless otherwise authorized by the administrator. Teams are to ride together to and from the destination.
 - d. **Written parental permission is mandatory for a student to ride home from an event in a private vehicle. In addition, at the end of the event, the student must be signed out with the coach or other appointed adult.**
 - e. The team will ride together to and from destination unless the parent/guardian has written otherwise.
 - f. Electronic devices such as phones, IPODS, radios, CD and DVD players are not to be used by students while travelling in a school approved vehicle unless permission is given by the administration, faculty member, coach or approved adult chaperone.
 - g. Drivers of school vans and any other private vehicle carrying students for athletic or academic destinations must complete the driver/student information from the day before departure.
 - h. Coaches of tournaments or games away from Faith Academy requiring overnight stays must provide an itinerary to be approved by the Athletic Director and administration. The

itinerary must include approved hotel reservations as well as dinner plans and sleep arrangements for all athletes and chaperones.

- i. An overnight stay requires one chaperone per every five students.

Communication with Parents:

1. For the protection of the coaches, parents will not be allowed to discuss any issues with coaches before, during or after competitions.
2. Coaches must provide procedures for appointments with parents before the sport season begins. Any decision made by a Faith Academy coach or staff member that is in question in the eyes of a student or parent must go through the following procedures:
 - a. The athlete must make an appointment for a one-on-one meeting with the coach.
 - b. The parents may then make an appointment with the coach if matters are not resolved between the athlete and coach.
 - c. The meeting with the parent must include the coach, parent, athlete, athletic director and/or administrator.

Pre-Season Duties for Coaches:

1. Coaches are to compile a list of **rules and procedures** that they desire their athletes to follow in their particular sport. The administrator should approve this list before being distributed to the athletes.
2. Each athlete is to be given a written schedule of practice days and times that has been approved by Athletic Director and Administrator.
3. **If in the opinion of the coaches, due to the large number of students signing up for a sport, adequate supervision cannot be given, and skills are not adequately taught, students may be cut from the team. The number of students accepted for a team is also dependent upon the number of coaches available to teach skills, the size of the available facility being used, and the number of students who can play in the game at any one time according to the rules of the game. Coaches shall hold individual meetings with each athlete that is cut and explain why he/she was not chosen for the team.**
4. Coaches shall prepare a squad list of players with their uniform numbers and submit it to the administrator before the first game/competition.

Post-Season for Coaches:

1. Coaches are to turn in a list of all game statistics to the athletic director (wins, losses, scores, any special recognition or awards given to student athletes).
2. Coaches are responsible for the collection and cleaning of all uniforms and equipment.
3. Coaches must complete uniform/equipment check-in/check-out form prior to and following the particular sport.

3.04-13

LIBRARIAN

1. Choose from the books donated to the school those that are to be included in our libraries.
2. Request the purchase of new books, as funds are available.
3. Take care of all checkout, check-in, and shelving of books.
4. Send out overdue notices and collect fines for lost or damaged items.

5. Assist teachers and students in finding books in specific subject areas.
6. Establish times for use of the library by the elementary classes.
7. Implement FA Birthday Book Club program.
8. Set up and run the annual book fair.
9. Purge damaged books from the library online system.
10. Carry out any other specific duties as assigned by the administrator.
11. Coordinate and oversee annual Book Fair.
12. Coordinate and oversee Fall and Spring Photo Days.
13. Coordinate and oversee ACSI events – registration, information distribution, payment of fees
14. Oversee Study Hall classes as needed

3.04-14

AFTER SCHOOL EXTENDED CARE SUPERVISOR

1. Immediate supervisor: Early Education Center Director (EECD)
 - a. Turn in time sheets to EECD on 1st and 16th of each month.
 - b. Report any supply needs, problems, comments, complaints, or other concerns to EECD.
2. Establish and maintain a high level of respect from students in your care at all times; continuously striving to have each student's overall welfare as the focus of your responsibility.
 - a. Be on the duty location at least 5 minutes before students are released from class.
 - b. During 3 p.m. dismissal, provide supervision and maintain the safety of all students in the area of extended care – even those not attending extended care.
 - c. Familiarize yourself with the FA policy manual as it pertains to discipline.
 - d. Tallies may be issued. Give copy of tally to EECD.
 - e. Cubbies and/or hooks are to be assigned to students to maintain their belongings in an orderly manner.
 - f. Never leave any student unsupervised.
 - g. The schedule of daily activities recommended by the EECD is to be followed as closely as possible which is to include as much outside time for students as weather and safety will permit.
 - h. Sanitize and maintain all areas to contribute to the prevention of illnesses and diseases.
 - i. Observe children daily for symptoms of contagious disease.
 - j. Administer routine first aid assistance for simple scrapes and bruises sustained on the playground or noticed during your care. If an **injury** should occur, immediate, qualified assistance should be sought, and report serious injuries or any injury involving the head or eyes to the EECD and to the parent of the injured student.
 - k. In the event of disaster or other emergency, supervise and care for students as specified in the FA policy manual and notify EECD immediately.
 - l. Report abuse of children to proper authorities as required in the policy manual.
 - m. Stay with any student remaining at 6 p.m. and report tardiness to EECD no later than the following day.
 - n. Take a daily roll of students using after school care beginning at 3:00 p.m.
 - i. Record the time of each student staying after school
 - ii. Require a daily signature from the person picking up a student and include a pick-up time
 - iii. Require proof of identification of any person with whom you are not familiar.

- iv. Release students only to approved parents or persons listed on the pick-up list.
- v. Verify that no personal belongings are left (remaining in/on cubbies or hooks).
- vi. Turn in the student roll to the EECD daily.
- o. Properly secure building upon departure each evening:
 - i. Confirm that students have returned toys, games, etc. to proper storage.
 - ii. Leave playground equipment in order.
 - iii. Lock doors.
 - iv. Turn off all lights.
 - v. Adjust air conditioning / heating units as instructed.

3.04-15

BUILDING / MAINTENANCE DIRECTOR

This person shall be responsible grounds, campus, building and vehicle maintenance to include but not limited to:

1. Make sure chairs are set up in both chapels on appropriate day
2. In April and October, set all clocks to correct time before class resumes.
3. Change air filters in all buildings as per maintenance chart
4. Wash dirty towels in gym as needed
5. Put gas in vans and keep clean
6. As needed, put water in drains.
7. Check inbox for maintenance requests
8. Address maintenance emergency issues as they arise.
9. Maintain building and property security. Report security issues to administration

3.04-16

FALCON CENTER DIRECTOR

The FALCON Director shall supervise all aspects of the FALCON Center and report and communicate to the Head of School and Dean of Students all performance updates, issues and/or concerns including but not limited to:

1. Managing day-to-day operations of the FALCON Center:
 - a. Overseeing that all FALCON sessions are efficiently and effectively scheduled, planned, organized and conducted to achieve the best student-centered results.
 - b. Supporting, evaluating and documenting all FALCON Staff Members.
 - c. Providing the best possible professional development and growth opportunities for all FALCON Center Staff Members throughout the year as time permits.
 - d. Creating financially sound practices in conjunction with the FA Financial Office to ensure the FALCON Center consistently revolves around success for all stakeholders.
 - e. Submitting weekly updates to administration on the progress of the FALCON Center. The reports can be shared via email, phone, face-to-face or in a written form.
 - f. Attending all administrative meetings throughout the school year that are planned by FA Administration.
2. Maintaining and researching the best possible resources for the FALCON Center
 - a. Developing an inventory system for all FALCON Materials, Equipment and Furniture in the FALCON Center.

- b. Updating all technological programs to meet current standards, editions and operating systems as budget allows.
 - c. Attending conferences, trainings, and professional development opportunities to keep FALCON current on researched-based, successful resources and programs.
 - d. Reporting in a timely fashion to appropriate FA Administration the need for supplies, resources and or other equipment/furniture/technology.
 - e. Assisting in administering the State Hearing and Vision Testing to meet guidelines.
- 3. Coordinating all FALCON-related events throughout the year
 - a. Any FALCON Staff Meetings/FALCON Parent Conferences/Summer Sessions
 - b. All FALCON Screens
 - i. Grades 2-5 Math/Reading Assessment for New Students is administered by FALCON Director/Staff.
 - ii. EEC Academic Screen is administered by EEC Director/EEC FALCON after student enrollment.
 - iii. K-1 Academic Screen is administered by K-1 Teacher during enrollment screen.
 - iv. Grades 6-8 Academic Screen is administered by teachers in classroom after enrollment.
 - v. Grades 9-12 will be placed in academics based on course credit completion at the time of enrollment.
 - c. Creation, Distribution and/or approval of all FALCON-related marketing including school website, social media and print publications.
- 4. Revisiting and revising all FALCON-related and appropriate academic documents to ensure validity from beginning to end of each school year.
 - a. Working with FA Administration to revise and edit all FALCON documentation as needed.
 - b. Meeting with appropriate FA Staff Members and Administration throughout the year to conduct an audit on all accommodation framework and documentation format/wording.
 - c. Completing, distributing and updating of academic accommodations to administration, teachers and staff at the beginning of every school year.
 - d. Communicating with administration, teachers and staff on student progress with accommodations throughout the school year.

3.04-17

FALCON CENTER ASSISTANT

The FALCON Center Assistant shall assist the FALCON Director in helping supervise all aspects of the FALCON Center that includes but is not limited to:

- 1. Managing the Auditory Integration and Training (AIT) and/or AIM Program
 - a. Scheduling all student AIT and/or AIM Programs throughout the year.
 - b. Coordinating, scheduling and conducting all assessments related to the AIT and/or AIM Programs.
 - c. Communicating with all parents in the AIT and/or AIM Program.
 - d. Staying current with all updates, research and developments related to the AIT and/or AIM Program.
- 2. Following the supervision of the FALCON Director
 - a. Supervising, managing and updating the scheduling of all FALCON Sessions throughout the school year including summer sessions using an efficient and effective systemic

program such as Google Doc calendaring or similar technological program that all FALCON Staff can access quickly and effectively.

- i. Overseeing that proper billing codes and information are inputted in all necessary electronic documents by the FALCON Staff.
- ii. Reporting any issues, challenges or concerns to FALCON Director.
- b. Creating scheduling documents for administration, speech therapist and staff members who need access to student FALCON Schedules.
- c. Assisting in administering the State Hearing and Vision Testing to meet guidelines.
- d. Providing support in parent conferences to ensure meetings are documented and recorded as needed.
- e. Evaluating and providing feedback as needed to all student FALCON Session Records.
- f. Meeting as needed or requested for effective communication with the FALCON Director concerning AIT, AIM or any FALCON-related concerns.
- g. Attending all FALCON Staff Meetings and, at times, leading the meetings in the absence of the FALCON Director.
 - i. Reporting of meeting notes will be communicated with FALCON Director.

3.04-18

FALCON STAFF MEMBERS

The FALCON Center Staff Members shall complete duties in the FALCON Center are obligated to complete the following duties including but not limited to:

1. Completing all trainings and professional developments throughout the school year as the FALCON Director, Faith Academy Head of School and/or appointed administrators assign.
2. Committing to following all protocols, assignments and FALCON session procedures as given throughout the year as the FALCON Director, Faith Academy Head of School and/or appointed administrators assign.
3. Developing all FALCON Sessions with a student first mentality while following all documentation protocols and assignments given throughout the year as the FALCON Director, Faith Academy Head of School and/or appointed administrators assign.
4. Adhering to all Faith Academy contract expectations, philosophies and commitments as they are stated and/or written by the Faith Academy Head of School, its founders and/or its Board of Directors.
5. Understanding that effective communication is vital year round with all stakeholders at Faith Academy and in the FALCON Center.
6. Committing to the privacy of all Faith Academy members and FALCON Center Clients' information whether it be in person, written or via any electronic device and/or social media.
7. Agreeing that "other duties as assigned in and outside of the FALCON Center" applies to the Faith Academy contractual obligations.

CLASSIFIED PERSONNEL

3.05-1

CLASSIFIED PERSONNEL – DEFINITION

Classified personnel are those persons employed for positions not requiring certification. Such as:

1. Custodians
2. Aides
3. Lunchroom Workers
4. Bus Drivers
5. Secretaries
6. Etc.

Classified personnel play a very important part of the total education team at FA. While they are not directly involved in the education process-without their participation, the job would be an impossible one.

3.05-2

PERSONAL QUALIFICATIONS FOR CLASSIFIED EMPLOYMENT

1. All employees of Faith Academy shall be born-again Christians and encouraged to be active in their church.
2. All employees shall be in general agreement with the stated purpose of the school as delineated in philosophy, mission, and statement of faith.
3. All employees shall give evidence of good moral character.
4. All employees shall give evidence of adequate physical and mental condition. The board may request a physical examination as its option. In such cases, the board will pay the expense to a maximum of \$50.00.

3.05-3

PROBATIONARY CLASSIFICATION

All classified personnel shall be probationary for the first six months of continuous service.

3.05-4

SCHOOL BUS DRIVER RULES AND RESPONSIBILITIES

1. If unable to drive, notify event coordinator at least 2 hours before time for bus to leave
2. Be at assigned bus location 15 minutes before departure time.
3. Be able to drive to special functions such as field trips, ball games, etc.
4. Drivers must be well groomed.
5. No tobacco use on bus at any time.
6. Report any misconduct to administration.
7. No eating, drinking or use of electronic devices by driver while bus is in motion.

8. Walk around bus, check tires and look for anything unusual. At night check all lights.
9. Inside, check all safety latches on windows and look for anything unusual.
10. After starting, check brakes and all gauges for proper operation.
11. Make sure all passengers are seated and in seat belts before moving.
12. Obey all speed limits and traffic laws.
13. Never stop to give assistance to a motorist: You have too much responsibility of your own.
14. Keep conversation with passengers to minimum, it could be distracting.
15. Be Alert!
16. While on a trip:
 - a. Visually check the outside of the bus, including tires, at every stop for fuel, food or breaks.
 - b. Each time the bus is fueled check all fluid levels.
 - c. If additional fluids are needed refer to tag on driver, door for proper fluids to use.
 - d. Follow the listed procedure if you encounter a mechanical problem.
 - e. Determine the severity of the problem. Does it or could it in any way affect the safety of the passengers? If yes, stop the bus immediately and notify administration for a plan of action.
17. Before exiting the bus:
 - a. Make sure everything is turned off.
 - b. Walk completely to the rear of the bus interior to check for persons or items left behind. (Turn in items to school office.) Any student left on the bus should be placed in the care of the trip sponsor.
 - c. Inspect bus after students have completed cleaning procedures.
18. After exiting the bus:
 - a. Check all doors and make sure they are locked.
 - b. Check and make sure all lights are turned off.
 - c. Check for anything unusual.
 - d. Place keys in drop box.

DRESS CODE

3.06-1

STAFF AND FACULTY DRESS CODE

1. Teachers should maintain a professional appearance at all times.
2. Teachers may only wear jeans on appropriate field trips and other school functions deemed acceptable by administration.
3. Sleeveless and low-cut blouses are not acceptable attire.
4. If leggings are worn, the teacher MUST wear an appropriate length top to completely cover the body down to at least the mid-thigh.
5. While representing FA, on or off campus, tattoos are not to be visible at any time.
6. Males should have no visible piercings.
7. Females should have not more than 3 piercings per ear. No other body piercings are allowed.
8. Hair must be neat and maintained at all times. Hair color, cut and style should portray a mature professional appearance
9. Shoes with open toes and/or heels may be worn
10. Spirit shirts may be worn on designated days.

On Chapel Day:

1. Females are required to wear a dress or skirt and blouse. (EEC faculty should wear dresses when attending chapel).
2. Males are required to wear slacks, dress shirt, and a tie.

Physical education teachers and coaches should dress appropriately for their sport or activity.

ATTENDANCE

3.07-1

STAFF AND FACULTY ATTENDANCE AND LEAVE POLICIES

1. The teacher will work approximately two weeks before school starts and one week after the student's school year.
2. If a teacher knows in advance that a substitute will be needed, he or she should complete a substitute request form.
3. If a teacher is sick, he or she should call the designated administrative team member no later than 6:30 a.m. the day of the absence so arrangements can be made for a substitute.
4. The teacher will adhere to all attendance requirements listed in Teacher Job Description.
5. If a teacher is absent, time will be taken from the teacher's allotted time off. The time deducted from the allotted time off will be equal to the hours the teacher is absent.

3.07-2

FULL-TIME TEACHER ATTENDANCE INCENTIVE POLICY

If a full-time teacher does not use any of the five allowed absences, Faith Academy will pay him/her 100% of the daily pay for the five days. If only one day is missed, teacher will receive 80% of the daily pay for the four unused days. If only two days are missed, teacher will receive 60% of the daily pay for the three unused days. There will be no payment if a teacher is absent three or more days. Incentive payment will be made at the close of the school year.

3.07-3

FUNERAL LEAVE

All employees shall be allowed up to three days without loss of pay or sick leave credit when a death occurs in the immediate family. Immediate family is defined as spouse, father, mother, sister, brother, child or any other person residing in the same household.

All employees shall be allowed one day without loss of pay or sick leave credit when the death is a more remote relative (grandparent, immediate in-laws, grandchild, aunt, uncle, niece, nephew or cousin.)

Additional time, not to exceed two days, shall be granted without loss of pay or sick leave credit, at the discretion of the administrator, when it is necessary to travel in connection with the death of a relative. All other exceptions or extensions with pay are subject to board approval on an individual basis.

3.07-4

JURY DUTY

A full-time salaried employee summoned to jury duty shall be granted a leave of absence while fulfilling the jury duty assignment. The jury duty leave will not count against the employee's allowed time off of 40 hours. The leave shall be with pay for up to two days. A jury assignment of more than two days will result in no pay for the additional days of work missed. The Fair Labor Standards Act (FLSA) does not require payment for time not worked, including jury duty.

3.07-5

SICK LEAVE

All salaried employees and teachers shall receive full pay for absence on account of personal illness, personal incapacity due to injury, or illness in the immediate family, up to the allowable limit indicated below.

All absences must be reported. The effective date for sick leave will be the first day of the employee's contract begins and will end with the date that the contract ends. Sick leave will not carry forward to the next year.

The number of allowable days of sick leave shall consist of the sum of the following, up to a total not to exceed 5 (five) days. Part-time employees are allowed 2.5 days of absence.

1. Up to 5 (five) days sick leave during the school year.
2. 1 (one) of the above 5 (five) days may be designated as personal business leave each contract period. This has the effect of allowing the personal business day to be changed into a sick leave day.

3.07-6

MEDICAL LEAVE

(Including pregnancy related or childbirth disability)

1. Medical leave is intended to cover longer-term illnesses, disabilities and hospitalization.
2. Medical leave would require a covered employee's written request.
3. Except to the extent of unused sick leave, medical leave would be without pay.
4. Included within medical leave would be leave required due to a pregnancy related or childbirth disability. All the above points in (1) through (3) would apply to such a requested Leave. Medical leave because of pregnancy related or childbirth disability would be distinguished from maternity leave. In the former, an employee would be medically unable to continue working at any time during her pregnancy or medically unable to work as a result of childbirth as supported by a written declaration of her attending physician. [As required by Federal Law, disability benefits (i.e., sick leave and medical leave) must be applied to pregnancy related or childbirth disability cases in the same manner as any other medical illness or disability.]
5. The school would have the prerogative of discussing the reasons for the medical leave application with the attending physician and also the right, if deemed necessary, to require a second opinion.
6. Medical leave will not extend beyond two consecutive semesters or parts thereof, at the expiration of which time the board of directors reserves the right to replace the employee.
7. There will be no accumulation of seniority for employees on medical leave that extends beyond ninety (90) school days.
8. The full-time salaried employee will not accumulate sick leave while on medical leave.
9. The full-time salaried employee must have written permission from his or her physician before returning to work.
10. The board of directors may make exceptions to the above policy on a case by case basis.

3.07-7

MATERNITY LEAVE

A female teacher may request a leave of absence for maternity purposes up to twelve consecutive months in length (returning at the beginning of the school year, after Christmas recess, etc.) This leave is without pay and does not count as experience on the salary schedule.

1. Covered full time salaried employees shall be entitled to a maternity leave of up to six (6) weeks after the birth of the child.
2. Maternity leave is, in and of itself, voluntary without pay.
3. Maternity leave (without the existence of a medical reason for the leave) simply guarantees the employee's right to return to her position.
4. The full-time salaried employee must apply to the administrator for maternity leave in a timely fashion both prior to commencement of the Leave and prior to its expiration.

3.07-8

EDUCATIONAL LEAVE

1. A full-time salaried employee shall, upon approval, be entitled to educational leave granted for one school semester up to one school year.
2. Full time salaried employees must submit a plan detailing the course of study, hours needed, university (s) offering course of study and, most importantly, how the additional degree/further education would benefit the School.
3. The request for leave and plan must be submitted by April 15 of the school year preceding that in which Educational Leave for the first semester or for a full school year is requested. The request and plan must be submitted by September 1 for second semester educational leave.
4. Educational leave shall be without pay.
5. Educational leave shall be counted for seniority purposes.
6. The educational leave policy is not intended to be a sabbatical leave and an expression of serious intent to return on the part of the employee is encouraged.

CONTINUING EDUCATION

3.08-1

IN-SERVICE EDUCATION

Faculty meetings will ordinarily be used for the school planning and general business, not as an in-service training program. In-service programs will be offered throughout the year with attention being given to various areas in the instructional program needing study and/or improvement. A total of 16 hours must be accrued by each faculty member each year as a part of Faith Academy and plan must be submitted.

3.08-2

TEXAS ALLIANCE OF ACCREDITED PRIVATE SCHOOLS (TAAPS) CONFERENCE

Faith Academy faculty and staff will be encouraged to attend the annual Texas Alliance of Accredited Private Schools (TAAPS) conference. This event is usually set for mid to late January. Details about the conference will be available each year prior to the event.

3.08-3

EDUCATIONAL CONFERENCES

The administrator may, at his/her discretion, allow teachers and staff members to attend educational conferences or to visit educational institutions if, in his/her opinion, it is professionally desirable, without loss of pay. The administrator may require written reports to be submitted as a part of the school's in-service program.

3.08-4

CPR & FIRST AID TRAINING

The administration shall schedule at regular intervals, training for staff members of each building in CPR and first aid methods.

3.08-5

MENTORING

Once employed, all incoming staff will be assigned to a designated mentor for the purpose of orientation, assistance, and guidance. The substance of mentoring will include meetings, periodic evaluations, and classroom observations.

SUBSTITUTES / VOLUNTEERS

3.09-1

STUDENT TEACHERS

Faith Academy, in its desire to advance the cause of Christian education across the country, is active in the development of new teachers. Faith Academy also recognizes its need to faithfully present a quality educational program to the families that send their youngsters to its system for training. Thus, the following corporate policies are in effect as it relates to the use of student teachers:

1. Student teachers must be born again Christians and must subscribe to FA Statement of Faith.
2. No teacher with less than three years of actual classroom teaching experience is to be assigned a student teacher.
3. No teacher in their first year with Faith Academy is to be assigned a student teacher even though they might meet the three-year teaching experience requirement.
4. All prospective student teachers are to be interviewed by their respective building administrator and must complete a Faith Academy teacher application.
5. No teacher in the school system is to have a student teacher more than once every other year.
6. Each student teacher is to have direct control of the class no more than three weeks out of their time within our system. During the three weeks that they have actual classroom control, the coordinating teacher is to be in the classroom.
7. Each student teacher is to have the student/teacher handbooks reviewed with him/her on the first day of the student teaching assignment.
8. Prior to the first day on the job, each student teacher will be exposed to the philosophy of education for Faith Academy.

3.09-2

PARENT VOLUNTEERS AND STUDENT HELPERS

1. Volunteers and helpers shall be approved in advance and assigned to classrooms by the responsible administrator.
2. No payment or other financial benefits will be given for their services.
3. These volunteers will be Christians who are caring, dependable and effective with children and have submitted the appropriate written application.
4. They should be willing to work cooperatively with a teacher and under a specific teacher's supervision.
5. Teachers will need to provide these individuals with clear information regarding the classroom management program, curriculum and his or her teaching style.
6. Teachers need to schedule some uninterrupted time to plan with the volunteer.
7. Teachers and volunteers will need to work closely together and be attuned to each other's needs.
8. Parent volunteers and student helpers may:
 - a. Correct workbook pages. (Teachers should provide necessary written and/or oral feedback to students after reviewing for errors.)
 - b. Run off copies or construct learning materials, games or reinforcement materials.
 - c. Drill students in math, phonics, etc., as modeled by the teacher.
 - d. Read to students or help them find or check out library books.
 - e. Type materials for teachers.
 - f. Students who are assigned must keep their scheduled commitment.

3.09-3

TEACHER AIDES

Teacher aides are individuals who are qualified professional educators. Under the direction and supervision of the teacher they may perform all of the duties listed for volunteers and helpers. Additionally, they may:

1. Provide some instruction that is planned by the teacher.
2. Answer student questions or help students complete seatwork assignments.
3. Monitor independent activities to keep students on-task.
4. Supplement direct teacher's instructions with additional controlled practice.
5. Direct learning centers, for example, teach and play assigned games.

3.09-4

GENERAL ASSISTANT GUIDELINES

1. Aides or volunteers should not be given regularly assigned teacher duties (i.e. classroom supervision, planning and instruction).
2. Teacher aides and parent volunteers may be allowed to take the responsibility of elementary classroom lunch or playground duty with the following requirements:
 - a. Approval by the administrator based on teacher requirements
 - b. Aide administrator based on teacher requirements
 - c. After the aide has been observed by the teacher and/or administrator in the lunchroom/playground setting.
 - d. Teacher must read lunchroom/playground rules to the students before leaving the room.
 - e. Teacher must advise the aide where he/she may be reached in an emergency.
 - f. Aide must know what to do in an emergency:
 1. Send a student to summon the teacher.
 2. Stay with the child or children involved in the emergency.
 3. Encourage class to stay calm and quiet.
 4. Have basic knowledge of first aid.

3.09-5

SUBSTITUTE TEACHERS

1. Candidates must submit an application and agree with FA's philosophy, procedures, and Statement of Faith.
2. Administrator or principal must train approved candidates in FA's classroom and disciplinary procedures.
3. Substitutes shall be placed on a priority-calling list according to the following:
 - a. Experienced, Faith Academy former teachers.
 - b. Qualified, but inexperienced teacher candidates.
 - c. Qualified adults familiar with FA procedures.
4. Substitute pay should be reviewed each year at the time of budget preparation.

3.09-6

SUBSTITUTE EMPLOYEES

1. Short Term- a short-term substitute employee works less than 21 consecutive working days in the same FA position for salary only. His/her salary is based on the current substitute rate for the position. He/She is not entitled to benefits.
2. Long Term (Planned or Unplanned)-A long-term substitute employee working in the same FA position for 20 consecutive days becomes a long-term substitute on the 21st day. Beginning the 21st day, the long-term substitute employees are paid according to their placement on the position's salary schedule. These substitute employees are not entitled to the benefits made available to the position's regular employee.

3.09-7

RESOURCE MATERIAL AND PEOPLE

1. The person should be reminded that we are a Christian school.
2. The person should be reminded to watch language.
3. As much as possible, person should be sympathetic with the Christian faith and not antagonistic toward it.
4. Background of the class or material being covered in class should be given to the person, so that presentation is relevant.
5. Seek where possible the recommendation of a recognized Christian source.
6. All guest speakers or resource people must be approved in advance by the administrator.
7. Resource material must be approved by the administrator and:
 - a. Lend itself to the fulfillment of the objectives and philosophy of the school.
 - b. Be high quality, from a recognized, skilled talent in the field, with a worthy theme obvious and well developed.
 - c. Be appropriate at the age level for which it is geared in both intellectual and emotional substance, with an eye to the maturity of that age level. It should not depict an irrational bias, nor didactic (either overtly or covertly) in presenting a non-Christian philosophy.
 - d. Material which is objectionable either in its entirety or in part would be presented to the class in a manner which apprises the students of the objectionable matter and how a Christian might deal with it.
 - e. It should be an intention of the teacher to help portray the world with its problems and perversities to the student but at the same time, taking care not to contribute to the pollution of the student's mind.
 - f. The material should always be able to be used in a positive way that would support Biblical precepts.
 - g. It also should be a consideration of the teacher that the student is adequately prepared for higher education by being exposed to secular material with a Christian context.

TRANSPORTATION

3.10-1

SCHOOL VAN/BUS POLICIES

1. The use of school vehicles is limited to school related activities or organizations where a majority of the passengers will be school members unless otherwise approved by board.
2. Any group must have adequate supervision to ensure proper care of the vehicle.
3. Reservations must be made as far in advance as possible (at least two weeks) to assure the proper assignment of drivers.
4. All vehicles are reserved on a first come basis.
5. All vehicles must be driven by a school-approved driver.
6. Each organization that uses a vehicle must be responsible for returning the keys and supervising student cleaning of the bus/van.
7. Overnight trips – All drivers' expenses paid. (Transportation lodging, entrance fee to all group activities and food)
8. Driver Qualifications
 - a. All school vehicle drivers must watch a defensive driving video.
 - b. All drivers must have a copy of their driver's license on file in the office.
 - c. All drivers must have a completed criminal history release.
 - d. All drivers will be periodically evaluated (at least annually) by the administration to determine if they should remain on Faith Academy's active driver list.
 - e. All drivers will be subject to all state, federal and all Department of Transportation regulations.
 - f. All drivers will be subject to the school bus rules.
10. All mechanical problems will be reported to the school office on the return of the vehicle.
11. The transportation director or designated person will be responsible for maintenance records on all school vehicles.
12. The transportation director or designated person will be responsible to the administrator for the recommendation of the sale and purchase of school vehicles.
13. All exceptions to these policies will be referred to the school board.

3.10-2

SCHOOL VAN/BUS DRIVER ACCIDENT REPORTING PROCEDURE

1. Take adequate precautions to insure the safety of the passengers. Help passengers exit the bus and then walk them to a safe location.
2. Call police for all accidents so they can complete an accident report. This must be done for all accidents on public property.
3. Complete accident report located in the vehicle glove compartment.
4. Contact the administrator, board president, or school office as soon as possible.
5. Turn in the police report and your report to the school office as soon as possible.

3.10-3

SCHOOL VAN/BUS DRIVER TRAFFIC VIOLATIONS

Any traffic infractions that result in contact with law enforcement officials while driving the school vehicle must be reported to the administration immediately.