



# AGIA SOPHIA ACADEMY

14485 SW Walker Road, Beaverton, OR 97006

Phone: 503-641-4600 Fax: 503-641-5951

www.AgiaSophiaAcademy.org

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## Substitute Teacher Application

### JOB DESCRIPTION

**Job Title: Substitute Teacher**

**Reports to: Principal**

1. Be on time and prepared for all classes.
2. Be present on campus for the scheduled hours.
3. Provide proper supervision for all classes.
4. Conduct oneself in a professional and Christ-like manner.
5. Carry out the teacher's instructions.
6. Ensure that class time is productive and that students are managed well.
7. Keep accurate attendance.
8. Keep the room clean.
9. Communicate any behavior problems to the teacher in written form.

**Please Note:** applications accepted on on-going basis. We encourage you to submit your substitute teaching application in person at the school. All documents below must be included.

1. Cover letter and resume
2. Three letters of recommendation
3. A copy of your complete college transcript (If applicable).
4. Your college placement files, including any written references (If applicable and available).
5. **For Certified Personnel: copy of state teaching license**

*Agia Sophia Academy does not discriminate in the hiring of faculty or staff, on the basis of sex, race, color, and national or ethnic origin.*



**PERSONAL INFORMATION**

Date submission of application: \_\_\_\_\_

Your full name: \_\_\_\_\_

Current address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Home: (\_\_\_\_) \_\_\_\_\_ Mobile phone: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Are you 18 years of age or older and legally entitled to work in the U.S.?  Yes  No

In the past two years, how many days have you missed work due to illness? \_\_\_\_\_

Have you ever been the subject of allegations related to misconduct with children?  Yes\*  No

\* If yes, please explain: \_\_\_\_\_

Have you ever been convicted of a felony or misdemeanor?  Yes\*  No

\* If yes, please explain: \_\_\_\_\_

**SUBSTITUTE TEACHING POSITION DESIRED**

Please indicate the grades or subjects in order of preference:

- |                                       |                          |
|---------------------------------------|--------------------------|
| _____ Montessori Preschool (ages 3-6) | _____ Greek              |
| _____ Lower elementary (K/1)          | _____ Art                |
| _____ Upper elementary (2/5)          | _____ Music              |
| _____ Latin                           | _____ Physical Education |

Please indicate the day(s) of the week you are available and times for each:

- |                 |                                       |   |                                  |
|-----------------|---------------------------------------|---|----------------------------------|
| _____ Monday    | <input type="checkbox"/> Morning Only | <input type="checkbox"/> Afternoon Only | <input type="checkbox"/> All Day |
| _____ Tuesday   | <input type="checkbox"/> Morning Only | <input type="checkbox"/> Afternoon Only | <input type="checkbox"/> All Day |
| _____ Wednesday | <input type="checkbox"/> Morning Only | <input type="checkbox"/> Afternoon Only | <input type="checkbox"/> All Day |
| _____ Thursday  | <input type="checkbox"/> Morning Only | <input type="checkbox"/> Afternoon Only | <input type="checkbox"/> All Day |
| _____ Friday    | <input type="checkbox"/> Morning Only | <input type="checkbox"/> Afternoon Only | <input type="checkbox"/> All Day |

Please indicate how much of an advance notice do you need to be available to teach? \_\_\_\_\_



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## Substitute Teacher Application

### PERSONAL QUALIFICATIONS

#### Training

What degree(s) do you hold?

Bachelor's: \_\_\_\_\_ Institution: \_\_\_\_\_ Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Master's: \_\_\_\_\_ Institution: \_\_\_\_\_ Major: \_\_\_\_\_

List other institutions attended, but no degree received (include dates attended): \_\_\_\_\_

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#### Credentials

Do you have a state-issued teaching certificate?  Yes  No

If yes, from which state and for what specialty area? \_\_\_\_\_

Is it currently valid?  Yes  No Expiration date: \_\_\_\_\_

Do you have any other teaching credentials?  Yes  No

If so, please describe them and the issuing authority: \_\_\_\_\_

Do you currently hold a Christian Teaching Certificate of any kind?  Yes  No

If so, which one? \_\_\_\_\_

What other grades and/or specialized subjects are you qualified to teach? \_\_\_\_\_

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Please list your experience in extracurricular activities (drama, athletics, art, music, etc.): \_\_\_\_\_

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#### References

Please give the names of persons who can attest to your character and /or teaching abilities. Include your priest, a principal (if prior teaching experience), and a supervisor from any previous non-teaching job. Be sure at least one of these references was a direct supervisor.

NAME	POSITION	PHONE NUMBER
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____



**EMPLOYMENT HISTORY**

Please list your present and past work experience(s) beginning with your current job.  
You may include volunteer activities/positions.

Name of employer: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Employment dates: \_\_\_\_\_ Rate of pay: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

OK to contact?  Yes  No If no, why: \_\_\_\_\_

Description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Employment dates: \_\_\_\_\_ Rate of pay: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

OK to contact?  Yes  No If no, why: \_\_\_\_\_

Description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Name of employer: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

Employment dates: \_\_\_\_\_ Rate of pay: \_\_\_\_\_

Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

OK to contact?  Yes  No If no, why: \_\_\_\_\_

Description of duties: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_



SHORT ESSAY QUESTIONS

1. In no more than 2 paragraphs, please state why have you applied for this position.
2. What do you consider to be the proper classroom atmosphere for learning?
3. What do you feel is your greatest teaching strength?
4. In the space below give a brief account of your Christian Experience. Please include your involvement in your Church.



## Love & Logic Discipline

At ASA, we see each student as one who bears the image of God, and one who therefore is a unique individual with unique personal, social, and educational needs. As a result, every disciplinary situation becomes unique in nature. Consequences for misbehavior provide the best learning value when matched to the unique student and the unique situation. The odds for children learning from their mistakes increase dramatically when children see a reasonable connection between their behavior and the resulting consequences. We have chosen the Love & Logic teachings as our school wide discipline guidelines.

### Identify the Principles that Guide Your Disciplinary Decisions

Below is a list of common beliefs about discipline. Please identify (circle) five or six that most accurately describe the principles YOU HOLD regarding discipline and working with students. Feel free to change some of the wording to better reflect your style.

- 1) I believe that every attempt should be made to maintain the dignity of both the adult and the student.
- 2) I believe that students should know that misbehavior makes adults angry.
- 3) I believe that students should know that misbehavior results in loss of privileges.
- 4) I believe that adults should be respected because they are the adults.
- 5) I believe that students should be guided and expected to solve the problems they create without making problems for anyone else.
- 6) I believe that students should expect rewards for good behavior.
- 7) I believe that students should be given the opportunity to make decisions and live with the results, whether the consequences are good or bad.
- 8) I believe that misbehavior should be handled with natural consequences instead of punishments whenever possible.
- 9) I believe that students should know that the adults are the bosses and in control at all times.
- 10) I believe that students should have the opportunity to tell their side of the story (due process hearing) when consequences appear to be unfair.
- 11) I believe that teachers are responsible for raising student self-esteem.
- 12) I believe that school problems should be handled by school personnel and that criminal activity should be referred to the proper authorities.
- 13) I believe that misbehavior should be viewed as an opportunity for individual problem solving and preparation for the real world as opposed to a personal attack on the school or staff.
- 14) I believe that students should pay for repeat misbehaviors.
- 15) I believe that it is best if a student does most of the thinking.
- 16) I believe that there should be a logical connection between misbehavior and resulting consequences.
- 17) I believe that it is the administrator's job to make students behave so that teachers can teach.
- 18) I believe that parents should punish their children when they misbehave at school.
- 19) I believe that prescribed punishments for rules infractions are an important part of maintaining discipline.
- 20) I believe that every student and every rules infraction should be treated the same way.



### THE NICENE CREED

I believe in one God, the Father, the Almighty, Creator of heaven and earth and of all things visible and invisible.

And, in one Lord, Jesus Christ, the only begotten Son of God, begotten of the Father before all ages. Light of Light; True God of True God; begotten, not created, of one essence with the Father, through whom all things were made. Who for us and for our salvation, came down from heaven and was incarnate of the Holy Spirit and the Virgin Mary and became man. He was crucified for us under Pontius Pilate, and He suffered and was buried. On the third day He rose according to the Scriptures. He ascended into heaven and is seated at the right hand of the Father. He will come again in glory to judge the living and the dead. His Kingdom will have no end.

And, in the Holy Spirit, the Lord, the Giver of Life, who proceeds from the Father, who together with the Father and the Son is worshipped and glorified, and who spoke through the prophets.

In one holy, catholic, and apostolic Church. I acknowledge one baptism for the forgiveness of sins. I expect the resurrection of the dead. And the life of the age to come.

Amen.

I agree to uphold and live by the teachings and tenets of the Orthodox Christian Church as expressed in the above Creed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**CERTIFICATION and AUTHORIZATION  
INFORMATION RELEASE**

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow Agia Sophia Academy (ASA) to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law, Agia Sophia Academy, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misrepresentation, falsification, or substantial omission on this application may result in my failure to receive an offer, or if I am hired, my dismissal from employment.

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**AT-WILL EMPLOYMENT STATEMENT**

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with ASA at any time, for any reason. ASA may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration. If I am hired, I agree to conform to the rules and standards of ASA, including those of the location for which I am hired.

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**BACKGROUND CHECK STATEMENT**

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for terminations from past employers.

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_