**GDQ International Christian School**

**Teacher Application**

|  |  |
| --- | --- |
| Today’s Date |  |
| Full Name |  |
| Email Address |  |
| Academic year for which you are applying |  |

**Position(s) applying for**

|  |  |
| --- | --- |
| Kindergarten |  |
| Grade 1 |  |
| Grade 2 |  |
| Grade 3 |  |
| Grade 4 |  |
| Grade 5 |  |
| Middle School (Grades 6-8) |  |
| High School (Grades 9-12) |  |
| Art |  |
| Bible |  |
| EAL | ESL |  |
| ICT | Computers |  |
| Literacy/ English |  |
| Mathematics |  |
| Music |  |
| Physical Education |  |
| Science |  |
| Social Studies |  |
| Special Needs/ Learning Support |  |
| World Languages / Please specify |  |
| Administration (Sector Head / Principal) |  |

**Thank you** for your interest in serving at GDQ International Christian School. Our aim is to provide a Christ-centered, academically enriching, international education for the children of missionary and international families. Equally, we desire to play a part in enhancing the educational standard of our host country and furthering the gospel throughout Albania and the Balkans.

GDQ International Christian School does not discriminate on the basis of race, gender, national or ethnic origin, color, age or disability. As a religious educational ministry, the school is permitted to discriminate on the basis of faith. Therefore, all prospective and current employees must accept GDQ International Christian School’s and ACSI’s statements of faith, embrace GDQ’s mission statement and conduct their lives in alignment with GDQ’s Lifestyle Covenant and Christian ethos.

**Qualifications**

All applicants must have a personal faith in Jesus Christ, believing that a relationship with God is made possible through faith in the atoning work of Jesus Christ and not by personal merit or effort.

Applicants must agree to serve as a Christian role model in and out of school to students, parents, and fellow staff members.

Teaching applicants must have a four-year university degree.

International staff must be able to provide for the majority of their financial resources. Most do this through a mission sending organization.

**For non-native English speakers**: All instruction is in English. Fifty percent of our students are non-native English speakers. It is, therefore, essential that our teachers’English pronunciation, fluency, and vocabulary knowledge specific to their teaching area are strong enough to communicate information clearly to our students. Please scan a copy of test results from one of the language proficiency tests listed with your application. Please note the requested level of proficiency.

* CEFR minimum C1 (tested and certified). C2 is preferable.
* IELTS 7 or above on the academic test, not the general training test (tested and certified).
* TOEFL iBT 110-120 (tested and certified).

**References**

Please ensure that reference information is completed in full. We require 3 professional references, 2 personal references and 1 church reference.

**Completed applications** should be emailed to us at [recruitment@gdqschool.org](mailto:recruitment@gdqschool.org).

**Personal Information**

|  |  |
| --- | --- |
| Last Name, First Name, Middle Initial |  |
| Date of birth (Day-Month-Year) |  |
| Nationality |  |
| Passport Country |  |
| Passport # |  |
| Passport Expiration Date (Day-Month-Year) |  |
| Marital Status |  |

**Contact Information**

|  |  |
| --- | --- |
| Email | Phone |
|  |  |
| Mailing Address |  |
|  | |

**Family Information**

**Spouse Information** as applicable

|  |  |
| --- | --- |
| Last Name, First Name, Middle Initial |  |
| Date of birth (Day-Month-Year) |  |
| Nationality |  |
| Occupation |  |

**Names and ages of dependents** as applicable

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| --- | --- |
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|  |  |
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If you heard about GDQ from a GDQ parent or a GDQ teacher, please provide us with the name of this person.

**Educational Background**

List all undergraduate and graduate degrees

|  |  |
| --- | --- |
| Degree / Program of Study |  |
| College/University |  |
| Country |  |
| Completion Date |  |

|  |  |
| --- | --- |
| Degree / Program of Study |  |
| College/University |  |
| Country |  |
| Completion Date |  |

|  |  |
| --- | --- |
| Degree / Program of Study |  |
| College/University |  |
| Country |  |
| Completion Date |  |

**Additional Coursework**

List any coursework beyond degrees noted above.

**Second Language Learners (ELL, ESL, EAL)**

Fifty percent of our students are non-native English speakers. Do you have training and/or experience working with second language learners? Please explain.

**Teaching Credentials** (as applicable)

Please state the following, referring directly to the information on your license.

|  |  |
| --- | --- |
| Type |  |
| Level |  |
| Areas of endorsement |  |
| Expiration date |  |
| (State) / Country |  |

|  |  |
| --- | --- |
| Type |  |
| Level |  |
| Areas of endorsement |  |
| Expiration date |  |
| (State) / Country |  |

Do you have an **ACSI teaching certificate?** Please state the following, referring directly to the information on your license.

|  |  |
| --- | --- |
| Type |  |
| Level |  |
| Areas of endorsement |  |
| Expiration date |  |

If you are **working toward a teaching certificate**, when do you anticipate receiving it? Areas of anticipated endorsement

**Employment Information**

Please provide the following information. Please begin with your most current employer.

|  |  |
| --- | --- |
| **Employer** |  |
| Position |  |
| Location |  |
| Dates |  |

|  |  |
| --- | --- |
| **Employer** |  |
| Position |  |
| Location |  |
| Dates |  |

|  |  |
| --- | --- |
| **Employer** |  |
| Position |  |
| Location |  |
| Dates |  |

|  |  |
| --- | --- |
| **Employer** |  |
| Position |  |
| Location |  |
| Dates |  |

**Health Information**

How many days have you been absent from work in the past 2 years due to illness? Explain as needed.

**Serving at GDQ International Christian School**

1. Explain why you would like to work at GDQ International Christian School.
2. Note your anticipated length of service.

(1 year, 2 to 3 years, 3 to 5 years, long term)

1. All international staff provide for the majority of their financial resources. Most do this by partnering with a ministry organization. If you intend to raise your financial resources through a ministry organization and know which mission you will affiliate with, please list the organization’ name.
2. Describe any special skills, preparation, training, or areas of expertise.
3. Describe experiences you have had that prepare you to serve / teach in a missionary school.

**Spiritual Background**

1. Describe your acceptance of Jesus Christ as your personal Saviour.
2. Describe your sense of leading by God to serve Him in a cross-cultural setting.
3. Please provide us with the name of the church you are currently attending and (if available) its website.

**Educational Philosophy**

1. What is your view of the education of missionary children? In what ways is the education of missionary children distinct from the education of other children?
2. Describe your teaching style? How would you incorporate your teaching style in a cross-cultural classroom? What might you do differently?
3. Describe your beliefs about classroom management and student discipline?
4. Identify indications that a student is not being challenged? How would you respond?
5. Describe how you would ensure that students achieve high academic standards while honoring the affective and developmental needs of each child.
6. Describe three essential beliefs you have that make you a successful teacher.
7. What do you believe the role of parents should be in their child’s education?

**References**

Please include all requested information for each reference.

**Professional References**

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| --- | --- |
| Name |  |
| Position / Relationship to Applicant |  |
| Email address |  |
| Phone |  |

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| --- | --- |
| Name |  |
| Position / Relationship to Applicant |  |
| Email address |  |
| Phone |  |

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| --- | --- |
| Name |  |
| Position / Relationship to Applicant |  |
| Email address |  |
| Phone |  |

**Personal References**

This should be a non-relative and an individual who has known you for four or more years.

|  |  |
| --- | --- |
| Name |  |
| Position / Relationship to Applicant |  |
| Email address |  |
| Phone |  |

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| --- | --- |
| Name |  |
| Position / Relationship to Applicant |  |
| Email address |  |
| Phone |  |

**Church Reference**

Please list the name and contact information of a pastor, small group leader, or another person in a leadership position at your church who knows you well enough to provide us with a reference.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Email address |  |
| Phone |  |

**Helpful Information for Us**

Please let us know how you learned about GDQ International Christian School.

|  |  |
| --- | --- |
| Family attending GDQ –  Family’s name |  |
| Staff member of GDQ –  Staff member’s name |  |
| Recruiting Fair –  Where? When? Name of organization or person you spoke with (if you remember) |  |
| Internet search –  Name of website that directed you to us |  |
| Mission organization |  |
| Other (please specify) |  |

Have you visited our website? ([www.gdqschool.org](http://www.gdqschool.org))

If you ‘googled’ our website, do you remember what words you used to initiate your search?

If applicable, what information did you find helpful on our website?

If applicable, what information were you looking for that you did not find on our website?

**Please Read and Sign**

By signing below

* I certify that all information I have provided in the application process, whether written or spoken, is correct. I understand that falsification, omissions, or misstatements are grounds for refusal of hire or, if hired, are grounds for dismissal.
* I authorize all of the persons or organizations referenced in this application to give GDQ International Christian School any and all information concerning my previous employment, education, or any other information they might have, personal or otherwise, with regard to any of the subjects covered by this application. I release all such parties from all liability from any damage that may result from furnishing such information to GDQ. I authorize GDQ to request and receive such information.
* I acknowledge that I have carefully read the school’s vision, mission, philosophy of education, and statement of faith. I understand and agree to support and help advance the school’s vision, mission and philosophy of education. I accept without verbal or mental reservation the GDQ International Christian School Statement of Faith and the ACSI Statement of Faith. *These GDQ foundational statements are on the pages that follow.*
* I give GDQ International Christian School my consent to complete a background check or to receive notification of a background check from my sending organization while fully understanding that final acceptance to work at the school will depend on the outcome of the background check.

|  |  |
| --- | --- |
| Today’s Date |  |
| Print / Type Name  (Electronic Signature) |  |

**GDQ Foundational Statements**

**Vision Statement**

Educating the next generation to have maximum influence for the glory of God.

**Mission Statement**

GDQ International Christian School exists to provide a Christ-centred, academically enriching, international education while supporting the growth of the Evangelical church in Albania.

**Philosophy of Education**

GDQ International Christian School offers a Christ-centered education.

In all its levels, programs, and teaching, GDQ International Christian School seeks to

1. Teach all subjects as parts of an integrated whole with the Scriptures at the center (2 Timothy 3:16-17, Deuteronomy 6:4-9).
2. Cooperate with families and churches in providing a clear model of the biblical Christian life through our staff and board (Matthew 22:37-40).
3. Encourage every child to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15).

GDQ International Christian School provides an academically enriching international education.

In all its levels, programs, and teaching, GDQ International Christian School seeks to

1. Emphasize academic excellence in all subjects.
2. Encourage every student to develop a love for learning and to strive to live up to his/her academic potential.
3. Provide a healthy, nurturing, and orderly atmosphere conducive to the attainment of the school mission.
4. Offer an international education.

GDQ International Christian School emphasizes a kingdom-focused education.

In all its levels, programs, and teaching, GDQ International Christian School seeks to

1. Emphasize eternal priorities that give purpose to all academics.
2. Encourage students to see their lives, talents, and resources in light of the kingdom of Christ.
3. Encourage respect and appreciation for cultural diversity.
4. Encourage the nurturing of kingdom-minded young people.

GDQ International Christian School supports the evangelical protestant community. In all its levels, programs, and teaching, GDQ International Christian School seeks to support the work of the evangelical Protestant church in Albania by providing a sound educational option for the children of evangelical Protestant missionaries in Albania.

**GDQ Statement of Faith**

The doctrinal statement of GDQ International Christian School, reaffirmed annually by its Board of Directors, faculty, and staff, provides a summary of biblical doctrine that is consonant with evangelical Protestant Christianity. The statement accordingly reaffirms salient features of the historic Christian creeds, thereby identifying the school not only with the Scriptures but also with the reformers and the evangelical Protestant movement of recent years. The statement also defines the biblical perspective which informs a GDQ International Christian School education. These doctrines inform the basis of our study of nature and man, as well as on man’s culture.

**We believe** in one sovereign God, eternally existing in three persons: the everlasting Father, His only begotten Son, Jesus Christ our Lord, and the Holy Spirit, the giver of life; and we believe that God created the Heavens and the earth out of nothing by His spoken word, and for His own glory.

**We believe** that God has revealed Himself and His truth in the created order, in the Scriptures, and supremely in Jesus Christ; and that the Scriptures of the Old and New Testaments are verbally inspired by God and absolutely inerrant in the original writing, so that they are fully trustworthy and of supreme and final authority for faith and life. We believe that the meaning of scripture is to be found as one diligently applies the grammatical-historical method of interpretation under the enlightenment of the Holy Spirit.

**We believe** that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, was true God and true man, existing in one person and without sin; and we believe in the resurrection of the crucified body of our Lord, in His ascension into heaven, and in His present life there for us as Lord of all, High Priest, and Advocate.

**We believe** that God directly created Adam and Eve, the historical parents of the entire human race; and that they were created in His own image, distinct from all other living creatures, and in a state of original righteousness.

**We believe** that our first parents sinned by rebelling against God’s revealed will and thereby incurred both physical and spiritual death, and that as a result all human beings are born with a sinful nature that leads them to sin in thought, word, and deed.

**We believe** in the existence of Satan, sin, and evil powers, and that all these have been defeated by God in the cross of Christ.

**We believe** that the Lord Jesus Christ died for our sins, according to the Scriptures, as a representative and substitutionary sacrifice, triumphing over all evil and accomplishing our redemption.

**We believe** that salvation is wholly of God by grace on the basis of the redemption of Jesus Christ, the merit of His shed blood, and not on the basis of human merit or works.

**We believe** that all repentant sinners who believe in the Lord Jesus Christ by faith alone are born again of the Holy Spirit and thereby become children of God and are enabled to offer spiritual worship acceptable to God.

**We believe** that the human soul is eternal and that the souls of the redeemed spend eternity with God in heaven while the souls of the unredeemed will spend eternity in a literal hell.

**We believe** that the Holy Spirit indwells and gives life to believers, enables them to understand the Scriptures, empowers them for godly living, and equips them for service and witness.

**We believe** that all who place their faith in Jesus Christ are immediately placed by the Holy Spirit into one united spiritual Body, the Church. The Church, under the headship of Jesus Christ, is God’s special redeemed community having clear duties designed to glorify God by worshipping Him with confession, prayer, and praise; by making disciples of all the nations; by living holy lives worthy of the gospel of Jesus Christ; and by caring for all of God’s creation and actively seeking the good of everyone, especially those in the Body of Christ.

*The GDQ School Foundation partners with the Albanian Evangelical Alliance and other evangelical Protestant churches in Albania. January 2015*

**ACSI Statement of Faith**

[*http://www.acsiglobal.org/about-acsi/statement-of-faith*](http://www.acsiglobal.org/about-acsi/statement-of-faith)

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25,

1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).

1. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God’s grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
2. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life, and that they are lost unto the resurrection of condemnation (John 5:28–29).
3. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12–13, Galatians 3:26–28).
4. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
5. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
6. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

**GDQ Teaching Standards**

Teachers make the education of their students their first concern and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity, have strong subject knowledge, keep their knowledge and skills as teachers up-to-date, are self-critical, forge positive professional relationships, and work with parents in the best interests of their students.

**PART ONE: Teaching**

A teacher must

1. Set high expectations that inspire, motivate, and challenge students.

* Establish a safe and stimulating environment for students, rooted in mutual respect.
* Set goals that stretch and challenge students of all backgrounds, abilities, and dispositions.
* Demonstrate consistently the positive attitudes, values and behaviors that are expected of students.

1. Promote good progress and outcomes by students.

* Be accountable for students’ attainment, progress, and outcomes.
* Be aware of students’ capabilities and prior knowledge and plan teaching to build on these.
* Guide students to reflect on the progress they have made and on their emerging needs.
* Encourage students to take a responsible and a conscientious attitude for their own work and study.

1. Demonstrate good subject and curriculum knowledge.

* Have secure knowledge of the relevant subject(s) and curriculum areas, foster and maintain students’ interest in the subject, and address misunderstandings.
* Demonstrate a critical understanding of developments in the subject and curriculum areas and promote the value of learning.
* Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy, and the correct use of standard English whatever the teacher’s specialist subject.
* If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics.
* If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.

1. Plan and teach well-structured lessons.

* Impart knowledge and develop understanding through effective use of lesson time.
* Promote a love of learning and intellectual curiosity.
* Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding students have acquired.
* Reflect systematically on the effectiveness of lessons and approaches to teaching.
* Contribute to the design and provision of an engaging curriculum with the relevant subject area(s).

1. Adapt teaching to respond to the needs and strengths of all students.

* Know when and how to differentiate appropriately, using approaches that enable students to be taught effectively.
* Have a secure understanding of how a range of factors can inhibit students’ abilities to learn and how best to overcome these.
* Demonstrate an awareness of the physical, social, and intellectual development of children and know how to adapt teaching to support students’ education at different stages of development.
* Have a clear understanding of the needs of all students – including those with special educational needs, those of high ability, those with EAL, and those with disabilities –and be able to use and evaluate distinctive teaching approaches to engage and support them.

1. Make accurate and productive use of assessments

* Know and understand how to assess the relevant subject and curriculum areas, including statutory assessment requirements.
* Make use of formative and summative assessments to secure students’ progress.
* Use relevant data to monitor progress, set targets, and plan subsequent lessons.
* Give students regular feedback, both orally and through accurate marking, and encourage students to respond to the feedback.

1. Manage behavior effectively to ensure a positive and safe learning environment

* Have clear rules and routines for behavior in classrooms and take responsibility for promoting good and courteous behavior both in classrooms and around the school in accordance with the school’s behavior policy.
* Have high expectations of behavior and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
* Manage classes effectively, using approaches that are appropriate to students’ needs in order to involve and motivate them.
* Maintain good relationships with students, exercise appropriate authority, and act decisively when necessary.

1. Fulfill wide professional responsibilities.

* Make a positive contribution to the wider life and ethos of the school.
* Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
* Deploy support staff effectively.
* Take responsibility for improving teaching through appropriate professional development and responding to advice and feedback from colleagues.
* Communicate effectively with parents with regard to students’ achievements and well-being.

**PART TWO: Personal and Professional Conduct**

A teacher is expected to demonstrate consistently high standards of personal and professional conduct.

1. Teachers uphold public trust in the profession and maintain high standards of ethics and behavior within and outside of school by

* Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher’s professional position;
* Having regard for the need to safeguard students’ well-being in accordance with statutory provisions;
* Showing tolerance of and respect for the rights and opinions of others.

1. Teachers must have proper and professional regard for the policies and practices of the school in which they teach and maintain high standards in their own attendance and punctuality.
2. Teachers must have an understanding of and always act within the statutory frameworks which set out their professional duties and responsibilities.