



**Riverside Education Society**  
**#8- 20178 96 Ave Langley, BC**  
**V1M 0B2**

Dear Applicant,

Thank you for your interest in Riverside Christian Academy. We are pleased to provide you with our teacher information/application package.

At Riverside Christian Academy, we desire to see future generations become faithful disciples of Christ, equipped to confidently pursue and live out the Word of God. We are a community of home, church and school, collaboratively equipping learners to become faithful disciples of Christ by exploring the Word of God and applying it to their lives.

Once we have received your completed application, including your Pastor's reference, we will contact you regarding an interview should a suitable position become available.

Please forward all documents to [rca@riversidecalvary.com](mailto:rca@riversidecalvary.com) or if preferred, please submit or collect all required documents in person at the Riverside Calvary Chapel office.

Sincerely,

Kelly Koch  
Principal of RCA



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## **Background, History and Purpose**

*'True education doesn't come from the wisdom of the world, but by the guidance and the wisdom that comes from the Holy Spirit.'* (Pastor Chuck Smith, Calvary Chapel Distinctives).

Early in 2023, RCC formed the Riverside Education Society (RES) in a desire to bring cohesiveness between home, school, and church by empowering parents to be the main oversight of their children's education. With a larger number of RCC families turning to homeschooling, Riverside Christian Academy (RCA) was formed to provide home learners with a supplemental Bible focused ministry two mornings per week including Chapel and weekly activities.

Knowing our short weekly Bible classes and Chapels only met a small percentage of families desiring to have their children taught with an accurate Biblical Worldview, we prayerfully considered opening a full day program for families unable to provide home learning. Recognizing such a program would mean running instruction during a parent's working hours and/or school hours, meant that we would prayerfully consider applying for Group 3 Independent school certification.

Our purpose is unlike other schools in our area, and we believe, is one of a kind. RCA is a blend of home, church, and school. We structure our classes like a One Room Schoolhouse where younger generations learn from those who are older, be it a teacher/facilitator, a classroom parent, or an older student. We learn from each other, encourage each other, and use the Bible as the basis for all our curriculum, lessons, and activities.

## **Vision, Mission and Core Values**

### **Vision**

At Riverside Christian Academy, we desire to see future generations become faithful disciples of Christ, equipped to confidently pursue and live out the Word of God.

### **Mission**

Riverside Christian Academy is a community of home, church and school, collaboratively equipping learners to become faithful disciples of Christ by exploring the Word of God and applying it to their lives.



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## Core Values

### Preserve

As a community we will:

- preserve a Christian worldview by understanding, embracing, and articulating how the Word of God impacts all aspects of our lives.
- preserve wisdom by respectfully asking questions, listening to, and prayerfully seeking answers from our elders.

### Partner

As a community we will:

- partner with each child's parents and guardians, recognizing that under the direction of God and the guidance of His word, parents/guardians are a child's first and most influential teacher in their daily lives.
- partner with the leadership of Riverside Calvary Chapel to maintain a cohesive relationship between a child's home, their church, and their school.

### Prepare

As a community we will:

- prepare our students to be able to make an independent choice about their personal relationship with Jesus Christ.
- prepare our students to study the Bible and to pray.
- prepare our students to confidently ask questions, seek answers and defend their faith.
- prepare our students to respond to God's call upon their lives to share the Gospel with others.



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## **Statement of Faith**

Riverside Christian Academy's Statement of Faith directly flows from the beliefs of Riverside Calvary Chapel and the Calvary Chapel Movement. Please read through in completion and pursue with the application if you are in agreement with all of the statements.

**WE BELIEVE** that there is one living and true GOD, eternally existing in three persons: The Father, the Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all. (Genesis 1:1; Deuteronomy 6:4; Matthew 28:19; John 10:30; Hebrews 9:14; 1 John 5:7)

**WE BELIEVE** that the SCRIPTURES of the Old and New Testaments are the Word of God, fully inspired without error and the infallible rule of faith and practice. The Word of God is the foundation upon which this church operates and is the basis for which this church is governed. We believe that the Word of God supersedes any earthly law that is contrary to the Holy Scriptures. (Isaiah 28:13; Nehemiah 8:8; John 17:17; 2 Timothy 3:16-17; Hebrews 4:12; 1 Peter 1:23-25; 2 Peter 1:21)

**WE BELIEVE** in GOD THE FATHER, an infinite, personal Spirit, perfect in holiness, wisdom, power and love; that He concerns Himself in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ. (Deuteronomy 33:27; Psalms 90:2; Psalms 102:27; John 4:24; 1 Timothy 1:17; Titus 1:3)

**WE BELIEVE** in JESUS CHRIST, God's only begotten Son, begotten not made, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people and personal, visible return to earth. (Isaiah 7:14; Micah 5:2; Matthew 1:23; Mark 16:19; Luke 1:34-35; John 1:1-2; John 8:58; John 11:25; 1 Corinthians 15:3-4; Hebrews 1:8; 1 John 1:2; Revelation 1:8)

**WE BELIEVE** in the HOLY SPIRIT, Who came forth from the Father and the Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Jesus Christ; (Acts 1:8; 2 Corinthians 3:18; John 16:8-11; Romans 15:13,16; Hebrews 9:14)

**WE BELIEVE** the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher, and Guide. (John 14:16-17, 16:8-11)

**WE BELIEVE** in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Spirit. (Romans 12, 1 Corinthians 12 & 14)

**Continued...**



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**WE BELIEVE** that all PEOPLE are sinners by nature and choice and, therefore, are under condemnation; that God regenerates by the Holy Spirit, those who repent of their sins and confess Jesus Christ as Lord; that Jesus Christ baptizes the seeking believer with the Holy Spirit and power for service, often subsequent to regeneration. (Acts 8:15-17; Titus 3:5)

**WE BELIEVE** in the universal CHURCH, the living spiritual body, of which Jesus Christ is the Head and all regenerated persons are members. (1 Corinthians 12:12-13; Ephesians 4:15-16)

**WE BELIEVE** that the Lord Jesus Christ committed two ORDINANCES to the Church: 1) baptism, and 2) the Lord's Supper. We believe in baptism by immersion and communion open to all. (Matt. 28:19; Acts 2:38; 1 Corinthians 11:23-26)

**WE BELIEVE** that the institution of marriage is ordained of God, that it is a holy ordinance which serves as a model of the relationship between our Lord Jesus Christ and His bride, the church as described in the Bible. Furthermore, we believe that marriage is exclusively the legal union of one man with one woman. (Genesis 2:18-24, Matthew 19:5, 1 Corinthians 7:2)

**WE BELIEVE** also in the LAYING ON OF HANDS for the baptism of the Holy Spirit for ordination of pastors, elders, and deacons, and for receiving the perpetuity of the gifts of the Holy Spirit. (Acts 6:6, 8:17; 1 Timothy 4:14)

**WE BELIEVE** in the personal, visible RETURN OF CHRIST to earth and the establishment of His Kingdom, in the resurrection of the body, the final judgment and eternal blessing of the righteous and endless suffering of the wicked. (Matthew 16:27; Acts 1:11; Revelation 19:11-16, 20: 11-15)

**WE BELIEVE** in a literal Heaven and a literal Hell and that all those who place their faith, hope and trust in Jesus Christ will spend eternity in Heaven with the Lord, while those who reject Jesus' free gift of salvation will spend eternity separated from the Lord in Hell. (Matthew 5:3, 25:31-34; Hebrews 12:23; 1 Peter 1:4; Psalm 9:17; Matthew 5:22, 18:9; Luke 12:5)

**WE BELIEVE** in the Pre-Tribulation Rapture of the Church where all believers will meet the Lord in the air and be taken out of this world prior to the Tribulation that will come upon the earth. (Matthew 24:29-31; Luke 21:36; Romans 1:18, 5:9; 1 Thessalonians 5:9; 2 Peter 2:7-9; Revelation 5:7-10, 7:13-14; Zephaniah 2:1-3)



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**Riverside Christian Academy (RCA)**  
**Teacher – Level 2 Learners**  
**Ages 6-8**

**Job Details:**

- .6 Full Time Equivalent
- Tuesday, Wednesday, Thursday
- 8:30 AM – 3:30 PM
- Salary: \$27,000 per annum

**Job Summary:**

The primary focus of Riverside Christian Academy's Level 2 Teacher is to oversee the discipleship, classroom management and instruction of Level 2 Learners. Teachers at RCA will lead, guide and mentor the students, parents and volunteers within their class. Working in partnership with the school Principal of RCA and each student's parents/guardians, a Level 2 Teacher will disciple their students in Christ through the deep exploration and study of God's Word, Mathematics, English Language Arts, Science, Socials, and Fine Arts.

**Responsibilities, Duties and Expectations:**

Classroom Leadership:

- Pray, plan, and advocate for the development of children within their classroom through spiritual, cognitive, emotional, physical, creative and social development.
- Provide excellent instruction and assessment to facilitate student learning.
- Collaborate with RCA Principal to invite, train, and equip parents and volunteers to educate students in Biblical truth throughout all curricular areas.
- Ensure that the relationship between church, home and school is established so that quality Biblical education is implemented and maintained.

Communication:

- Maintain clear channels of communication with the RCA Principal and inform them of needs, activities, and/or problems
- Receive the principal's input and insight related to classroom management and delivery of curriculum.
- Maintain consistent channels of communication with parents.

Safety & Operation:

- Create a family-friendly environment that provides safety and security for students and their families to maintain a positive partnership.
- Maintain a safe environment for all staff, students, parents and volunteers.
- Practice Emergency Procedures regularly and keep consistent record practice initiatives.



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### Administration:

- Ensure that policies and procedures are followed in the classroom to uphold Riverside Calvary Chapel's (RCC) doctrines and values.
- Research and/or assist in the development of theologically/biblically aligned and developmentally appropriate curriculum that supports the growth of students/families.
- Understand and implement the requirements set out by the RES and RCC.

### **Competencies:**

- Ability to lead and work effectively in a team-teaching environment.
- Ability to work with a variety of parents, caregivers, children, professionals and community members.
- Knowledge of child development, family dynamics, community resources, curriculum development and education.
- Be fluent in oral and written English
- Strong classroom leadership, organization and planning skills.
- Willingness to learn and help initiate the development of a new educational model.
- Knowledge and understanding of the RCC community.

### **Qualifications:**

- Previous teaching experience
- Criminal Record Check
- Follower of Jesus Christ
- Possess an understanding and commitment to Christian Education
- Attendee of RCC
- Agrees with RCA's, "Statement of Faith"

### **Personal Responsibilities:**

- Maintain God-ordained priorities in your life by putting Jesus Christ first, family second, and the ministry third.
- Regularly attend and call RCC your home church.
- Be loyal to the vision and staff of Riverside Calvary Chapel. Always protect the unity of the church by not speaking negatively of another (especially those you work with).
- Invest in and invite the lost to know Jesus.
- Represent the Lord and the Church well in your personal activity. "...Walk worthy of the calling with which you were called." (Eph. 4:1)
- RCA Teachers are employed and paid by the Riverside Education Society who ultimately fall under the authority of RCC. Therefore, all staff are expected to follow the policies and guidelines as laid out in the most recent RCC Staff Handbook where further explanation and expectations are outlined.



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## **Staff Application Checklist**

The following documents are required when submitting this Application Package:

- Staff Application Checklist (this form)
- Application for Teaching Position
- Personal Essay
- Resume
- Cover Letter

If applicable:

- Pastoral Reference (If you do not attend RCC or are new to RCC within the last 6 months)
- BC Ministry of Education Teaching Certificate

OR

- A Teaching Certificate from an alternate jurisdiction



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## Application for Teaching Position

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### Contact Information

Name: \_\_\_\_\_  
Last First

Phone: \_\_\_\_\_  
Home Cell Email

Address: \_\_\_\_\_  
Street Address City Province Postal Code

### Position

Grade Level Preference:  Level 1 Learners (Age 5)  Level 2 Learners (Ages 6-8)

### Previous Teaching Experience

1. Position Held: \_\_\_\_\_ Employer/School: \_\_\_\_\_ Dates: \_\_\_\_\_

2. Position Held: \_\_\_\_\_ Employer/School: \_\_\_\_\_ Dates: \_\_\_\_\_

3. Position Held: \_\_\_\_\_ Employer/School: \_\_\_\_\_ Dates: \_\_\_\_\_

**\*Please attach your resume and cover letter to this Application Package.**

### Teaching Credentials

Do you currently hold a valid British Columbia Teaching Certificate?  Yes  No

If so, please indicate: \_\_\_\_\_  
Type Number Expiry

Do you hold a teaching certificate from another jurisdiction?  Yes  No

If so, please indicate: \_\_\_\_\_  
Jurisdiction Type Number Expiry

**\*Please include a copy of your BC Ministry of Education Teaching Certificate or your Teaching Certificate if you hold one.**



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## Character References

Please provide two (2) character references:

1. Name \_\_\_\_\_ phone: \_\_\_\_\_ Email: \_\_\_\_\_

2. Name \_\_\_\_\_ phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*In addition to above references, please submit the Pastoral Reference form included in this application package if you do not attend RCC or are new to RCC within the last 6 months.**

## Faith and Church Life

Do you regularly attend a Christian Church?  Yes  No\*

Name of Church: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Years Attended: \_\_\_\_\_

Denomination (if applicable):  
\_\_\_\_\_

\*If you stated you do not regularly attend a Christian Church, please explain why:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Personal Essay

Please attach a personal essay with this Application Package which includes the following:

- Your involvement within your church
- Your personal faith and relationship with God
- Your understanding of Christian Education



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## **Affirmation**

My signature below indicates that:

I have read the material provided herewith, and understand, agree with and support the ministry of Riverside Christian Academy, The Riverside Christian Academy Statement of Faith and the school's Vision, Mission and Core Values.

Riverside Christian Academy is committed to meeting the privacy standards established by the BC Personal Information Protection Act (PIPA) and has established policies to define the school authority's use, storage and disclosure of personal information. Riverside Christian Academy does not sell, lease or trade personal information to other parties. For more information on Riverside Christian Academy's use, storage and disclosure of personal information please contact the privacy officer, Debbie White, Riverside Education Society Chair.

In accordance with PIPA, I give permission for Riverside Christian Academy to:

- Directly contact individuals given as references in this application.
- Securely retain and use this information for hiring purposes at Riverside Christian Academy

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



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## Pastoral Reference Form

Please have your pastor complete this form. Once completed, your pastor may send the form directly to [rca@riversidecalvary.com](mailto:rca@riversidecalvary.com).

Dear Pastor,

\_\_\_\_\_ has applied for a teaching position at Riverside Christian Academy.

Please answer the following questions:

1. How long have you known the applicant?

\_\_\_\_\_

2. In what capacity do you know the applicant?

\_\_\_\_\_

3. Is there anything in the character of the applicant that would put into question his/her ability to teach at Riverside Christian Academy? \_\_\_\_\_

4. What ministry involvement (if any) does the applicant have in your church?

\_\_\_\_\_

5. What gifts do you believe the applicant bring to the field of education and children?

\_\_\_\_\_

6. Do you have any reservations in recommending this applicant?  Yes  no If 'Yes', please explain:

\_\_\_\_\_

\_\_\_\_\_

7. Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

Pastor's Name: \_\_\_\_\_ Contact: \_\_\_\_\_

Church Name: \_\_\_\_\_ Denomination: \_\_\_\_\_

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