

Harlingen Homeschoolers Academy

...Providing options for Christian homeschooling families.

Teacher Application

Statement of Faith

- We believe in the authority of God's Word, the Bible. (2 Tim. 3:16)
- We believe that Jesus Christ is the only way for salvation. We are saved by grace alone, and not by works. (Acts 4:12) (Eph. 2:8-9)
- We believe in the one true God, existing in three persons: the Father, the Son, and the Holy Spirit. (Matthew 3:16-17 & 28:19-20)

Date _____

Name _____

DL# _____ Copy of Driver's License is required

Address _____ (city) _____ (zip) _____

Telephone Number (Hm) (____) _____ (Cell) (____) _____ Marital Status _____

Email address _____

Christian Experience

Do you regularly attend church? Which one do you attend?

Have you trusted Jesus Christ as your Lord and Savior?

How do you nurture a closer walk with Him?

What ministries have you been involved with in your church?

Please list your educational experience that would prepare you to teach for HHA.

Please list and describe your previous teaching experience. (Use the back if needed.)

What has been one of your favorite teaching experiences? Was it the curriculum, the students, the situation, some of each? Tell us about it.

This application is to teach the subject: _____

Parents will pay \$40 per student for 1 hour and 15 minute class sessions twice a week. As explained in the Teacher Guidelines (attached), you will also be responsible for making assignments for the rest of the week. Those assignments should be emailed to the students every Thursday.

What is the minimum number of students you are willing to teach? What is your maximum. We prefer our maximum to be 15. If your maximum is different, please list a number and explain.

_____ (min) _____ (max) _____

Please list the names of two adults (over 18 years of age) who are not family members and would recommend you as a teacher.

Name _____ Phone _____

Address _____ (zip)

Relationship _____ How long have they known you? _____

Name _____ Phone _____

Address _____ (zip)

Relationship _____ How long have they known you? _____

Please sign or initial the following:

It is my desire to be considered for a teaching position with HHA. I have read and agreed with the HHA Statement of Faith, and I agree to support it. I agree with will abide by the HHA Guidelines and Responsibilities with my conduct, attitude and conversation. Initial _____

Do you fully support the time commitment requirements in the Teacher Guidelines? ___ Yes ___ No

If not, where do you differ?

As a part of my application and as identified by my signature at the end of this application, I give my permission for HHA to obtain a Criminal History Record check. I understand that a criminal conviction may disqualify me to serve with HHA. HHA reserves the right in its sole discretion to accept or refuse the services of any volunteer.

Have you ever been arrested? ___ Yes ___ No

If yes, please list the dates and reason for the arrest(s)

As a volunteer, I understand that I am offering my services to HHA and will not receive compensation from the organization, but rather from the individual families. I hereby release HHA of liability and indemnify them against any loss or damages ensuing while I am on the property.

Signature _____ Printed Name _____ Date _____

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Teacher Guidelines and Responsibilities

1. Harlingen Homeschoolers (HH) Steering Team must approve teachers and classes. A minimum of two references is required for each teacher.
2. Teachers must completely fill out an application.
3. Subject matter must be taught from a Biblical, Christian worldview.
4. Teachers are self-employed, independent contractors, paid by individual families and are responsible for keeping their own financial records and reporting to the IRS. You will not receive a 1099 or W-2.
5. Tuition will be collected by HHA on the first Tuesday of each month and given to you by the 2nd Tuesday of the month.
6. Classes will meet twice each week. Each class will last for 1 hour and 15 minutes.
7. You will email teachers and students a weekly class schedule every Thursday. This will include homework for the days that the students are not in class (MWF).
8. Assignments should be graded and returned in a timely manner so that students know how they are doing. A progress report is to be emailed to the parents every 8 weeks.
9. Teachers set the minimum number of students in their classes. If after registration there are fewer than the minimum number of students, you will decide if you want to teach that number of students.
10. The tuition is \$40 per student per class per month for 9 months.
11. This is your class. If you would like to work a deal with one of the parents for volunteer help in exchange for class fees, this is entirely your decision. If you accept a child for no tuition, the student must be a Harlingen Homeschoolers member and turn in a HHA registration form.
12. Teachers are responsible for leaving their rooms neat and orderly. All boards should be erased, and tables and chairs straightened. Paper should be picked up off the floor and all homeschool materials returned to the homeschool closets. Failure to clean the room will result in a \$10 penalty per offense.
13. All communication with parents and students will be handled by the teacher.
14. Once a teacher has committed to teach a class, it is expected that the class will be taught for the entire year.
15. If a teacher must be absent due to illness, family crisis, death, funeral, etc. the teacher must notify the HHA Administrator no later than 7:00 am the day of class. A substitute teacher will be located and you will be required to pay the substitute \$25 for his/her time.
16. Teachers are responsible to stay on campus until their students have either gone to their next class or been picked up by their parents. If the parents are more than 5 minutes late, you may charge them \$1 for every minute over 5 that they are late.
17. Student Discipline should be handled as outlined in the Discipline Guidelines.

Disciplinary Guidelines

- All disciplinary actions should first be handled by the teacher with the student and then with the parent.
- If the student does not respond to the teacher's discipline, a suspension of one class may be implemented by the teacher.
- If the problem persists, the teacher must submit a written request to permanently remove the student from the class. This should be submitted to the Steering Team and may be followed by a parent/teacher meeting with the Steering Team.
- The Steering Team does have the right to immediately remove any student from the HHA program at any time if he/she is not acting in accordance with the expectations of the group.