

## Warsaw Christian School



## Teacher Hiring Practices

909 S. Buffalo St., Warsaw, IN 46580  
Ph. # 574. 267.5788 Fax # 574. 267.1486

[www.warsawchristian.org](http://www.warsawchristian.org)  
[wcs@warsawchristian.org](mailto:wcs@warsawchristian.org)

1. The Teacher Application form is sent to an applicant upon request. Also included is a Statement of Faith, school philosophy, copy of salary schedule, job description, and other information about the school. The applicant should send forms to their references with a signed release statement.
2. When a completed application and all references are returned, the administration will determine whether or not to continue processing the applicant. Applicants that are approved for further review will be contacted by the principal or head administrator.
3. Other applicants will receive a letter from the principal.
4. When the initial interview is completed, the administration will prayerfully consider all applicants. Applicants will be notified regarding their status. In some cases several semi-finalists for the position will be considered for a second interview or follow-up with the school board.
6. If approved by the school board, a contract will be issued to the applicant. It must be signed and returned within the specified time to become a valid contract. Final authority for hiring is vested in the school board upon recommendation of the head administrator.
7. When the contract is signed and returned, an orientation appointment will be scheduled by the Principal. This appointment will acquaint the teacher with the curriculum and staff policies. A Faculty/Staff Handbook will be issued to the teacher at this time. The new teacher may also pick up any materials that he/she may wish to study and prepare for the fall term. If there are several new members joining the staff, portions of this orientation may be done as part of an in-service day.