

**EXTRAORDINARY EDUCATION CENTER**  
**TEACHER / STAFF / CO-OP VOLUNTEER APPLICATION**

Full Name \_\_\_\_\_

Prefer to be called \_\_\_\_\_ Maiden Name \_\_\_\_\_

Is your spouse in agreement with your working at Extraordinary Education? \_\_\_\_Yes \_\_\_\_No

Please explain if necessary: \_\_\_\_\_

\_\_\_\_\_

Please list all positions are you applying for within EE at this time. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What attracts you to this/these particular position/s? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BACKGROUND INFORMATION**

Education attained: \_\_\_\_High School \_\_\_\_Associate Degree \_\_\_\_Bachelor's Degree \_\_\_\_Master's Degree \_\_\_\_PhD

Please list fields of study, certifications, degrees, special training, experience and/or other qualifications that may have helped prepare you for work at EE:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you have a home church? \_\_\_\_\_ Name of home church: \_\_\_\_\_

If you do not currently have a home church, what is the reason? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list previous church work, ministry or volunteer experiences that may have helped prepare you for work at EE.

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Do you have any physical handicaps or conditions which would prevent you from performing any activities relating to this position?  Yes  No

If yes, please explain \_\_\_\_\_

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Have you ever been convicted of child abuse or a crime involving actual or attempted sexual molestation of a minor?

Yes  No If yes, please explain. \_\_\_\_\_

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Do you have any outstanding warrants?  Yes  No

If yes, please explain. \_\_\_\_\_

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What do you consider to be your main strengths and weaknesses? \_\_\_\_\_

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Describe your relationship with God: \_\_\_\_\_

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What attracts you to the Extraordinary Education program: \_\_\_\_\_

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Parent staff/volunteers:

How long have you been homeschooling? \_\_\_\_\_

Why have you chosen to homeschool your child/children? \_\_\_\_\_

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If seeking Work/Study tuition reduction credit, please explain why you feel that your family needs to earn tuition credit. What would be the impact if you could not earn credit?

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I certify that the information presented above is accurate, and I will do my best to fulfill my commitments to Extraordinary Education.

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

*Please also complete an Authorization for Release of Background Information.  
Please also complete a Teacher/Staff/Co-op Agreement  
Please also complete a Compensation Form*

## EXTRAORDINARY EDUCATION CENTER

### TEACHER / STAFF / CO-OP VOLUNTEER AGREEMENT

I understand that the following commitments are expected of me in my role as a teacher, staff or co-op parent at Extraordinary Education. I agree to perform them to the best of my ability.

ALL CO-OP PARENTS & STAFF (Please initial below)

\_\_\_\_\_ I agree to provide the services outlined in my Work/Study Contract to the best of my ability for the full academic year.

\_\_\_\_\_ I agree to be prepared and on time for my duties and positions.

\_\_\_\_\_ I will do my best to uphold the Statement of Faith and the Mission of Extraordinary Education.

\_\_\_\_\_ I agree to abide by the terms and policies as listed in the Parent and Student Agreement including the Dress Code and the Code of Conduct.

\_\_\_\_\_ I agree to abide by the terms and policies as listed in the Teacher/Staff Independent Contractor Agreement.  
(applies if holding a teaching or staff position)

\_\_\_\_\_ I agree to check my Extraordinary Education mailbox and email regularly (at least once a day is recommended), as these are our main lines of communication.

\_\_\_\_\_ I agree to avoid all forms of harassment, misconduct, whether criminal or not, or inappropriate behavior. I further agree to avoid discrimination based upon age, race, sex or religion. I understand I am bound to disclose any such misconduct I witness and must immediately expose any inappropriate behavior to a member of the EE Board of Directors.

\_\_\_\_\_ When I witness student misbehavior, I am given charge to correct and document any student misbehavior throughout the day, not limited to classes I teach or help in. I will make every effort to communicate with the EE staff as well as the parent of the student when issues arise in class, study hall, on the playground or in any other area.

\_\_\_\_\_ If I am unable to attend on any given class date it is my responsibility to arrange for a substitute, using the approved list. I understand that non-Extraordinary Education members may not substitute for a teacher or helper, unless they have had approval by the staff and have a background check on file with EE at the time of substitute service.

\_\_\_\_\_ Co-op parents and tuition reduction staff will be docked for all absences.

\_\_\_\_\_ I have completed a STAFF APPLICATION FORM listing my experiences and qualifications.

\_\_\_\_\_ I have completed a BACKGROUND CHECK FORM to help ensure the safety of our students.

\_\_\_\_\_ I will remember to uplift the leadership of Extraordinary Education in prayer on a regular basis.

Additional Commitments for Teachers (tuition reduction and paid) (please initial below)

- \_\_\_\_\_ I have carefully considered my commitment to Extraordinary Education as that of a professional, year-long commitment. (or semester-long commitment as applicable to my position) I understand that I must give a minimum of two weeks' notice of withdrawal of services, and that I may be docked for a portion of contracted income and/or supply fees that have been advanced. I also agree to return all EE teaching materials in my possession prior to my last day of class.
- \_\_\_\_\_ I agree to provide my classes with a welcome letter and up-to-date syllabus each semester, as well as to keep these documents posted and up-to-date on the EE school website.
- \_\_\_\_\_ I agree to keep records of grades and/or progress and to communicate this information regularly to parents.
- \_\_\_\_\_ I understand that all K – 5th grade core classes are to be "graded" courses. (Math, Reading, Writing) Progress reports/grades should be communicated to parents at least twice per semester. Elective and enrichment courses may be graded based on the needs and preferences of the teacher and parents. Progress may be reported in a variety of formats including numerical grades, letter grades, checklist, rubric, narrative, etc. depending on the nature of the course material. Some form of feedback for every class will be helpful to parents.
- \_\_\_\_\_ I understand that all 6th-12th grade core classes and many elective classes are intended to be "graded" courses. Progress/grades should be communicated to parents at least twice per semester. Most upper grade courses should be reported in numerical or letter grade format. Additional feedback in the form of a checklist, rubric, or narrative will be very helpful for parents as well.
- \_\_\_\_\_ I understand that all reading materials and media (video, music, books, etc.) that are to be used in class should be approved by the director or the teacher liaison. If the material carries any parent warning (PG, PG-13, R, Teen, etc.) or it is deemed to be controversial by the staff, I must send home a permission slip before using it in my class.
- \_\_\_\_\_ I understand that special events and fields trips related to my class must be approved by and scheduled in consultation with the Field Trip Coordinator. I will avoid scheduling field trips and class-related activities during other regularly scheduled EE activities and field trips and events that are already on the EE calendar
- \_\_\_\_\_ I understand that I am required to attend all Faculty Meetings (1–2 times per semester) and all In-services or Workdays (1-2 times per year). I will notify the Teacher liaison in advance as to whether I will attend or not attend.
- \_\_\_\_\_ I understand that teachers and classes are encouraged to participate in our end-of-semester programs, but they are not required to do so. Teachers are required to attend at least ONE program/performance per year.
- \_\_\_\_\_ I understand that if I intend to purchase supplies, resource materials or equipment for my class, I must request a specific amount per student (including any applicable shipping costs, but not including sales tax) as part of my initial class proposal. It is my responsibility to communicate my supply fee needs as well as required book lists to the EE office at the time of submission of my class proposal. If not included with the class proposal, supply fees and book lists MUST be submitted to the EE office at least 6 weeks prior to the first day of class. If I fail to communicate my supply fee needs or required book lists, only a basic fee of \$10/student will be collected.
- \_\_\_\_\_ I understand that a basic stipend of \$10/student per semester will be charged and collected for each class and automatically paid to teachers to cover incidental expenses such as copy paper, ink and basic teacher materials. Receipts will not be required for expenses within this amount. If requesting more than \$10 per student per semester, receipts or a Purchase Order will be required.
- \_\_\_\_\_ I understand that Extraordinary Education will collect the requested supply fee amount during registration, and it will be available to me as a reimbursement fund based on receipts I submit. In order to maintain financial integrity, I must provide the bookkeeper with receipts in order to be reimbursed. I must also request a tax exempt certificate from the bookkeeper to avoid paying sales tax, which Extraordinary Education will not reimburse. I understand that I will not be reimbursed over

the limit of my budget. I understand that supply fees can only be spent during the semester they are charged, and will not be carried over to the next semester, unless approved by the EE Board ahead of time.

\_\_\_\_\_ I understand that long-term resources and equipment that are purchased with supply fee funds become the property of Extraordinary Education to be reused for future classes. This will include such items as teacher's editions, DVDs, art prints, microscopes, etc. I will purchase items out of my own funds if I wish to keep an item for my own personal library.

\_\_\_\_\_ I understand that I must secure my own qualified substitute if I am unable to teach my class for any reason. I agree to compensate my substitute a minimum of \$25/class/day and provide adequate lesson plans and resources. If I fail to secure a substitute and EE must fill the position at the last minute, I will be docked \$35/class/day (60 min classes) or \$45/class/day (90-120 min classes), and EE will pay my substitute for me. If this happens more than 2 times in a semester, I may be dismissed from my position.

\_\_\_\_\_ I understand that my semester's salary will be divided by the number of pay periods and paid to me once per month starting approximately 3-4 weeks into the semester. For the 2010-2011 academic year there will be 4 pay periods per semester. Paychecks will be issued on or around Sept/15, Oct/15, Nov/15, Dec/15 for the fall semester and Feb/15, Mar/15, Apr/15, May 15 for the spring semester.

I agree to abide by the commitments above.

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

*Please also complete an Authorization for Release of Background Information.*

*Please also complete a Teacher/Staff/Co-op Application*

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