



## TEACHING APPLICATION FOR EMPLOYMENT

Position Title: Teacher  
Reports to: Executive Director and/or Principal  
Receives Direction From: Executive Director and/or Principal

Thank you for your interest in Parnassus Preparatory School. Please read the following instructions carefully to complete and submit your application for employment.

### Instructions for Applying:

Submit the following materials to [contact@parnassusprep.com](mailto:contact@parnassusprep.com) :

- Completed, signed application (at the end of this document)
- Resume – including three references
- Letter of interest explaining why you want to be a teacher at Parnassus (1 page)

You must save this PDF file to your computer *before* entering any data into the application form. Data entered on the web will not be saved. You must also print, sign, and scan the final page of the application as we require an original signature. Digital signatures cannot be accepted.

Applications without other accompanying required documentation will not be considered. Candidates must thoroughly understand and support the mission and philosophy of classical education and Parnassus Preparatory School.

### Candidacy Process:

Candidates being seriously considered for a position will be invited for an extensive interview process. Final out of state candidates will continue the interviews in Minnesota at their own expense. Candidates will be interviewed by Parnassus' School administration. The candidate will also be required to interact with students and conduct a model lesson.

### Contact information:

Please submit your complete packet to: [contact@parnassusprep.com](mailto:contact@parnassusprep.com).

## General Information:

Teachers are responsible for the education of their students. As examples to their students, teachers are expected to demonstrate high moral character and embrace the virtues of a democratic society. Teachers are accountable to the school administration. They are employed at-will and operate as professionals within the guidelines established by Parnassus and its Board of Directors. These guidelines provide that instruction be consistent with the classical Trivium curriculum and sequence.

### Adherence to Parnassus Classical Trivium , Mission and Philosophy:

- Understand and adhere to the principals of classical education
- Apply the principles of the Trivium to his/her level of teaching
- Cover the prescribed classical Trivium curriculum and sequence
- Demonstrate loyalty to the school and its mission
- Adhere to the "Expectations of Team Teaching" and collaborate with colleagues
- Develop the intellect of each student to the utmost of his/her ability
- Develop the personal character of every student

### Knowledge of Academic Discipline(s):

- Middle School/Upper School: depth of understanding in one or more academic disciplines
- Lower School: breadth of understanding across the curriculum
- Command of the English Language
- The ability to speak and write lucidly and grammatically
- The ability to correct students in writing and in speaking

### Teaching Abilities:

- The ability to convey knowledge to young people
- A willingness to meet each child's academic needs
- Promotion of high academic standards
- An unrelenting desire to improve students' work and performance
- The ability to engage all students in the discussion

### Maintenance of Classroom Decorum

In order to maintain a classroom conducive to learning teachers must:

- Instruct students in the Parnassus pillars of character and ensure that they follow them
- Maintain discipline in accordance with the rules and disciplinary systems of the school
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Require students to be respectful to their teachers and each other
- Require students speak in turn
- Use techniques prescribed by the school to ensure students attentiveness and participation
- Provide a positive environment in which students are encouraged to be actively engaged in the learning process
- Tolerate no cruelty among students
- Be sensitive to problems as they are developing and intervene immediately
- Enforce the dress code

### Specifics of the position:

Teachers are responsible for the direct instruction of students (their primary duty), as well as planning instruction and setting goals; implementing school approved curriculum; clearly and timely communicating standards, achievements and deficiencies to students and parents; teaching good study habits; monitoring and assessing academic progress; working with students, specialists, parents and administrators; maintaining complete and accurate student academic and disciplinary records; maintaining textbooks, instructional materials and equipment; maintaining safe and orderly classrooms; maintaining and improving their own professional knowledge and skills; following Board policies and directives from the school's administration; cooperating with the administration, all other employees, classroom assistants, parents and community members in their common endeavor to educate students; setting an example of intellectual curiosity, critical thinking, self-motivation and self-discipline for students; and modeling competence, honesty, integrity, personal responsibility and respect for others in every aspect of the job.

### Instruction & Record Keeping:

- Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences
- Identifies, selects, and modifies instructional resources, approved by the Executive Director and/or Principal, to meet the needs of the students with varying backgrounds, learning styles, and special needs
- Maintains effective and efficient record keeping procedures
- Assigns and grades class work, homework, tests and assignments
- Provides appropriate feedback on work
- Maintains accurate and complete records of students' progress and development
- Updates all necessary records accurately and completely as required by laws, MN Department of Education, and school regulations
- Prepares required reports on students and activities

### Student Growth & Achievement:

- Assumes responsibility for meeting his/her course and school-wide student performance goals
- Ensures that student growth and achievement is continuous and appropriate for age group, subject area, and/or program classification
- Observes and evaluates students' performance and development
- Collaborates with peers to enhance the instructional environment
- Encourages and monitors the progress of individual students
- Uses relevant technology to support instruction

### Overall attitude:

- Willingness to take direction from the school administration
- Communicates effectively, both orally and in writing, with students, parents, and other professionals on a regular basis
- Establishes and maintains cooperative working relationships with students, parents, and school staff
- Models professional and ethical standards when dealing with students, parents, peers, and community
- Meets professional obligations through efficient work habits such as: meeting deadlines, honoring schedules, coordinating.
- Adheres to all policies and procedures in accordance to the Personnel Handbook (i.e. dress code, hours of reporting, etc.)
- Performs other duties and responsibilities as assigned by the school's administration
- All work responsibilities are subject to having performance goals and/or targets established as part of the annual performance planning process or as the result of organizational planning
- Attends meetings, serves on committees as appropriate, and is present at conferences, open houses, concerts, etc.

### Minimum Job Requirements:

- Bachelor's degree in a relevant field, master's preferred
- The ability and willingness to teach a range of subjects (Lower School)
- Demonstrated mastery of one or more academic disciplines (Middle/Upper School)
- MN Teaching License; dual licensure preferred
- Ability and willingness to teach the classical Trivium and sequence model as defined by the school
- Willingness to teach moral character and adherence to the pillars of character as defined by the school
- The ability to speak and write clearly and effectively
- Conviction in the values of a rigorous liberal-arts education
- Ability to maintain an orderly classroom

### Other Desired Characteristics:

- Previous teaching experience
- A liberal-arts education
- Experience with classical Trivium or higher liberal-arts teaching
- Experience with or knowledge of charter schools

# APPLICATION FOR EMPLOYMENT

Parnassus Preparatory School is an Equal Opportunity Employer.



*Prospective employees will receive consideration without discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, genetic testing information, age or any other characteristic protected by state or federal law.*

Date of Application:		Have you ever previously applied for employment with the Parnassus? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Name (Last, First, MI):			
Street Address:		City:	State: Zip Code:
Home Telephone:	Business Telephone:		May we contact you at work? <input type="checkbox"/> Yes <input type="checkbox"/> No
Cell Phone/Pager:	Email Address:		

Position Desired:	
Are you applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal	Salary Desired: \$ _____ per
Can you perform the essential functions of the position you are applying for? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Under federal law, we may hire only persons authorized to work in the U.S. As a condition of employment, I understand that I will be required to furnish proof of my identity and authorization to work in the U.S. as required by law. Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you now or in the future require sponsorship for employment visa status? (e.g., H-1B visa status) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Have you ever been convicted of a crime other than a minor traffic violation? <input type="checkbox"/> Yes <input type="checkbox"/> No Are there any charges or proceedings pending against you? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been discharged or requested to resign from a position? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you ever been refused renewal of an agreement or contract? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you answer yes to any of the question including conviction, attach explanation of the incident including date, incident, city, county and state:  A conviction will not necessarily disqualify an applicant from employment.
Are you employed now? <input type="checkbox"/> Yes <input type="checkbox"/> No	If hired, when can you begin work?
<b>License, Certificates and Endorsements held:</b> What skills and abilities, in regards to extra or curricular activities can you offer?	

Name & Location of School Include college and graduate work	Date From:	Attendance To:	Degree	Specialty
Student Teaching Name, Address, Phone			Grade/Subject	Supervisor

<b>Employment Record</b>		Please give accurate, complete full-time and part-time employment history starting with your present or most recent employer. If attaching resume, you must still complete all sections. Do NOT include student teaching.	
School/Company Name:		Telephone:	
Address:		Dates of Service (month and year): From:        /        To:        /	
Reason for Leaving:		Manager:	
What was your job title?		Starting Pay: \$                      Ending Pay: \$	
School/Company Name:		Telephone:	
Address:		Dates of Service (month and year): From:        /        To:        /	
Reason for Leaving:		Manager:	
What was your job title?		Starting Pay: \$                      Ending Pay: \$	
School/Company Name:		Telephone:	
Address:		Dates of Service (month and year): From:        /        To:        /	
Reason for Leaving:		Manager:	
What was your job title?		Starting Pay: \$                      Ending Pay: \$	

<b>References</b>		List three professional references we may contact (e.g., current or former managers, peers, customers, etc.).		
Name	Address or Email	Phone #	Occupation	Relationship
1.				
2.				
3.				

**Please Read the Following Carefully**

- I certify that the statements that I have made in this application are true and complete and that I have read, understand and agree to all the provisions contained in this application. I understand that falsification or omission of information from this application or violation of any of the provisions contained herein may be cause for disqualification or immediate dismissal.
- In consideration of my employment, I agree to conform to the policies and procedures of Parnassus Preparatory School. I understand that in accepting this application, the School is in no way obligated to provide me with employment and that I am not obligated to accept employment if offered. Furthermore, if employed with the School, I understand that I am employed "at-will" and that my employment and compensation can be terminated with or without cause, and with or without notice at any time, at either the option of the school or myself. I further understand that no supervisor, manager, or representative of the School has authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, except in writing when authorized by the Executive Director of Parnassus.
- I authorize Parnassus to investigate all statements contained herein and to use the information contained in this application form or in my personnel file; (1) to contact my previous employers about my qualifications for the job applied for (2) to answer job related inquiries from possible future employers, (3) to contact schools for pertinent information, and (4) to contact the references listed above. I understand that this application form will be considered active for six (6) months from the date it is signed and dated by me.
- I understand that if I am offered employment it will be contingent on the successful outcome of a criminal background check and a child abuse registry search.

An original signature is required. Please **print, sign, and scan** this document before submitting your application to [contact@parnassusprep.com](mailto:contact@parnassusprep.com). Digital signatures cannot be accepted.

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

School Representative \_\_\_\_\_ Date \_\_\_\_\_