



Thank you for your interest in employment with Arrows Academy! We think what we do is pretty amazing and are excited that you want to join us! Our mission at Arrows is to unite families, to build community, and to encourage academic excellence among the Christian homeschool families of Southern Oregon. Please take time to read the following information about our program and consider if we may be a good fit for you!

An application is found at the end of this document. Completed applications can be scanned and emailed to [becky@arrowschc.com](mailto:becky@arrowschc.com) or mailed to:

Arrows CHC  
PO Box 3531  
Central Point, OR 97502

Thank you!

Becky Abrams  
Arrows Executive Director

Arrows Christian Academy teachers are required to agree with and sign the Arrows Statement of Faith. We pray that our teachers will have a strong relationship with Jesus that will flow into every aspect of their lives and work. Instruction in the Bible is an important part of our classes and teachers need to have a good understanding of God's word and be willing to share that with their students.

# What is Arrows?

Arrows Christian Homeschool Community was started in 2015 by a local homeschool mom, Becky Abrams, along with a team of homeschool moms who became the first board of directors. Arrows began as a once-weekly homeschool co-op meeting on most Mondays throughout the school year. This all-volunteer, parent-led co-op continues to serve the homeschool community—currently in its 7<sup>th</sup> year of operation (as of Nov 2021).

In 2018, Becky (Arrows Director) approached the board with the dream of expanding Arrows to include a 2-day hybrid program in addition to co-op. After much prayer and research, Arrows Christian Academy opened its doors at 400 Earhart St Medford, OR on September 10<sup>th</sup>, 2019. After two successful years, Arrows moved to Central Point Community Bible Church in 2021 where it currently operates both programs.

Arrows is organized as a 501(c)3 non-profit entity. Arrows is not a school and is not required to maintain traditional school standards.

## Arrows Christian Academy

As of June, 2021, we currently operate 9 classrooms meeting students from PreK through grade 7. Our Prek through 1<sup>st</sup> grade classes are capped at 12 students, while our 2<sup>nd</sup>-7<sup>th</sup> grade classes may have closer to 15 students. Small class sizes is a valuable part of our program.



The goal of Arrows Academy is to partner with homeschooling parents in a variety of ways:

- Providing academic support through curriculum selection, weekly teacher-prepared lesson plans, and quality classroom instruction
- Providing respite for homeschooling parents by providing a safe, exciting, and enriching environment for their children to come learn and complete in class work two days each week
- Providing connection and community opportunities for students and parents

At Arrows, we are strong believers and advocates for the amazing blessings and benefits of homeschooling. We desire to equip and encourage parents to homeschool because we believe that parents are the first and MOST important influencers of their child's life. We believe that by providing a place where homeschooling families can find support and respite, we are enabling them to reach greater success in both the short and long term of their educating at home.

Arrows Academy is not a school. Our students are either one of two things: 1) independent homeschool students, or 2) public charter school students. Arrows does not provide grades, report cards, or transcripts.

## Teacher Requirements

### Hours on Campus

- Be on campus (at minimum) 8:15am-3:00pm on Tuesdays and Thursdays. Academy operates classes 33 weeks (66 days) each year. We start after Labor Day, take the week of Thanksgiving off, take off three weeks at Christmas, take off the week of Spring Break, and end the 3<sup>rd</sup> week of May.
- Attend teacher meetings through the summer as requested (these are usually scheduled around all teachers' schedules). There is also at least one teacher meeting during the year as well—usually in January.

- Participate in two program-wide Parent Co-teacher Trainings in August. These important meetings are when parents come meet teachers and learn about the curriculum, lesson plans, communication, etc... These are held mid to late August and teachers are required to be very familiar with the material before this meeting in order to properly train parents in it.
- Participate in Back to School night late August (this is for parents to bring their students to meet teachers and see their classrooms)
- Teachers are responsible for maintaining an orderly and well-organized classroom. Classroom table must be cleaned and rooms vacuumed each day. Rooms should also be dusted and straightened on a regular basis.

## Lesson Planning and Preparation

- Prepare lesson plans for the following subjects:
  - Bible
  - Math (only applies to 2<sup>nd</sup> grade and below)
  - History
  - Language Arts
  - Science
  - Some art
- Lesson plans must be completed at least 1 week in advance and submitted to Director in print or by email
- Lesson plans are loosely based on My Father's World curriculum and are not created entirely "from scratch"
- It is common to need to expand on a topic by using additional resources and printables found on the web
- Teachers are expected to gather and prepare supplies for their class each day. Arrows has a growing supply room for teachers to use as needed.

## Technical Requirements

- Teachers must be able to navigate computer software with reasonable ease. Daily attendance is taken on our website and lesson plans/parent communication is all through digital means.
- Arrows has printers/ink for our teachers, however access to a home printer is a must so you can print masters to copy at Arrows or print any last-minute items.
- Teachers will need to use personal computers to draft lesson plans.
- Lesson plans are required to be typed in word processing software using tables and exported to PDF for uploading purposes.
- Teachers are required to use Remind as the main form of communication. Training is provided for this program in the summer; however, this program does require some familiarity with computer/phone technology.

## Parent/Teacher Conferences

- Teachers should have a one-on-one conversation (in person or by phone...not text) with the parent of each student in their class at least once each year. This time should be at least 15 minutes and is for teachers to give parents feedback (especially about their child's strengths and how they can help them) and for parents to ask questions. This is required to be completed by the end of the first semester (mid-January).

# Teacher Pay & Benefits

Teachers are paid hourly from July through May. This amount varies based on specific duties and is subject to federal and state withholdings. Arrows uses MinistryWorks Payroll Processing and paychecks are issued by direct deposit bi-weekly.

Teachers are encouraged to take advantage of July and August to prepare their classroom, prepare lesson plans and curriculum, and connect with parents and students. This prep time is paid and teachers are given an allotted number of hours to use for summer preparations. Parent training, Back to School Night and all teacher meetings are eligible for this pay.

# What Makes a Great Arrows Academy Teacher?

Our teachers are the heart of our program and we fully recognize the impact they make on our students, parents and staff. Arrows Academy embraces a Charlotte Mason style of learning which is to recognize and educate the child as a whole person. It is our desire that our teachers embrace their calling to the fullest and seize this incredible opportunity to partner with parents in raising up the next generation.

## ***Passionate***

Above all, our teachers:

- ...are passionate about sharing their love of learning with the young hearts and minds in their care
- ...love children and they recognize and honor the miraculously unique way that God created each one of them
- ...are one of their students' biggest cheerleaders
- ...can think outside the box and work hard to keep learning fun, hands-on, and interactive for their students

## ***Flexible***

Our teachers

- ...can think on their feet and re-group as needed due to a variety of factors that often bring changes to schedules, routines, etc.
- ...can modify lessons and/or lesson plans as needed and can come up with additional material when needed
- ...can accept change with a positive attitude

## ***Dedicated***

Our teachers

- ...are committed to their class and are willing to dedicate proper time to plan and prepare for class at home
- ...take their responsibilities seriously and make every effort to be present, on-time, and engaged on school days

## ***Creative***

Our teachers

- ...enjoy including creativity in the classroom through art, crafts, projects, music and other right brain activities
- ... can be creative by finding the best ways to work within a shared facility and to help maintain a positive relationship with other teachers
- ...are always on the lookout for better, more efficient ways to accomplish their tasks especially when it comes to maximizing classroom time and lesson planning for parents

## ***Organized***

Our teachers

- ...make detailed, yet easy-to-follow lesson plans for our students and their parents to use at home
- ...are excellent communicators and promptly respond to a reasonable amount of emails and phone calls from parents/staff
- ...keep detailed plans and notes for teachers who may follow in subsequent years

## ***Kind/Considerate***

Our teachers

- ...show God's love in their words and actions to students, parents and staff
- ...show grace to others and are willing to forgive when wronged
- ...consider others above themselves

# Why Work for Arrows?

## Keep the Main Thing the Main Thing

Because we are not a school, we are not overly pressured or concerned with meeting state standards or excessive testing. We can focus on the hearts and minds of our students without worrying about checking boxes. Our teachers are encouraged to seize the “teachable moments” when they happen even if it means putting the lesson plan aside for a time. We want students to grow not only academically, but physically, emotionally, and spiritually as well.

## Four Day Weekend Every Week!

This one speaks for itself...and while we do need our teachers to be preparing for class on their off time, there are definite benefits to only being in class two days each week!

## Small Class Sizes

We believe in the importance of personal attention and feel there is great value in small class sizes. We cap our PreK and kindergarten classes at 12 students and our elementary classes are capped at 15 students.

## Supportive Administration

At Arrows, our Directors are extremely hands on and are willing and ready to help our teachers in any way necessary to make them successful. In addition to their administrative role, this often takes a practical role including help with lesson plans, researching a subject, finding supplemental materials, suggesting projects, etc. Our Directors are willing and able to help in class if needed, as well as addressing discipline issues, suggesting classroom management ideas, and providing training through the year. Our Directors are on campus every Academy day and are able to step in as a substitute should a teacher have an emergency and need to leave on a class day. Our Directors also oversee our parent volunteers; coordinate class schedules, recess, and lunch schedules; and is the go-to person if there are any issues during the day.

## Parent On Campus Support

Parents are required to help on campus three times/year (with a max of 6 times required per year). This allows classrooms to operate with regular parent support. Teachers can request a parent helper when needed and our Directors makes every effort to make sure teachers have extra help when needed (even if it means helping themselves).

## Financial Resources and Supplies

Each teacher is given a classroom budget (this year is \$600 per classroom) to purchase supplies and materials through the year. Teachers are not expected to spend personal monies for Academy materials. We also have an extensive supply room with materials available to teachers.

*We hope this has given you a clear idea of who we are and what we do at Arrows Academy! We believe that God is doing great things in our program and in the hearts of all involved and invite you to join us! Visit us online to read more about our programs [www.arrowschc.com](http://www.arrowschc.com).*

# Employment Application

Desired Campus: Central Point  Grants Pass



## Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_  
*City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Date Available: \_\_\_\_\_ Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever worked for this company? YES  NO  If yes, when? \_\_\_\_\_

Have you ever been convicted of a felony? YES  NO

If yes, explain: \_\_\_\_\_

## Education

High School: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Diploma: \_\_\_\_\_

College: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

Other: \_\_\_\_\_ Address: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

## References

*Please list two professional references.*

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_



What interests you about joining the team at Arrows Academy?

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**Disclaimer and Signature**

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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