



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 or mailed to:

Arrows CHC
PO Box 3531
Central Point, OR 97502

Thank you!

Becky Abrams
Arrows Academy 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—beginning its 9th year this fall (2022).



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 10th, 2019. We are now beginning our 4th year of Academy classes at our new/current location in Central Point and our newest location opens in Grants Pass! With over 180 students joining us this fall, we are thrilled and excited to partner with so many parents and families in their homeschooling.

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



Job Title:
Program Aide and Aftercare Teacher

Level/Salary Range:	Hourly, non-exempt
Benefits:	Paid Sick Time Can use up to 14 hours of accrued PTO for personal time
Position Type:	Part-time
Immediate Supervisor:	Arrows Campus Director

Job Description, Role, and Responsibilities:

PROGRAM AIDE

Below lists a general overview of what this role may entail. Additional duties may be required.

- Assist tutors in classrooms if needed and/or scheduled
- Supervise recesses and lunch as scheduled
- Assist with upkeep and maintenance of recess equipment and play area
- Basic cleaning as assigned (may include sweeping, mopping, dusting, vacuuming, cleaning bathrooms, etc...)
- General upkeep of facility (putting things away, cleaning up after others if needed, organizing)
- Provide valuable feedback to director on needed changes/improvements to the program or facility
- Follow all Arrows policies as outlined in the handbook, staff trainings, and communicated by Director through email, verbal, etc. Please check email daily for communication.

AFTERCARE

Below list general ideas of what this role may entail. Additional duties may be required.

- Create a flexible classroom schedule and structure
- Create very basic lesson plans to include plans for story time, quiet time, play time, and a craft or project. This class is enrichment and lesson plans should not be lengthy or time-consuming to create.
- Gather supplies and prepare materials for each day as needed.
- Arrive on time prepared and ready to pick up and escort aftercare students to aftercare classroom.
- Oversee and provide care for students during lunch, recess, and all other aftercare activities.
- Prepare students for pick up and help in the pick-up process as requested.
- Organize aftercare classroom and keep room neat, organized, and clean each week including vacuuming, dusting, cleaning toys rotationally, and wiping down the bathroom at the end of each day.
- Communicate with parents at least once monthly about their child’s experience in aftercare (communication should be much more often if there is an issue or concern with a student).
- Follow all Arrows policies as outlined in the handbook, staff trainings, and communicated by Director through email, verbal, etc.
- Provide valuable feedback to Director on how to improve the program

Starting hourly pay: \$16/hr

Weekly and summer hours:	<ul style="list-style-type: none"> • Approx. 7.25 paid hours per day on campus, 2 days a week. Hours are approx. 7:45-3:30 with one unpaid 30-minute lunch break and two 10-minute paid breaks. • At home weekly prep: 2-3 hours • Total weekly hours= 17.5 max for 33 weeks of school (does not include pay for holiday weeks) • 20 hours of summer preparation, staff meetings, and events • Any additional hours must be pre-approved
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OFFICE USE ONLY:

Interview date: _____
 Job offer made date: _____
 Job offer accepted date: _____
 Start date: _____

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.

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? _____

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: _____

Previous Employment

Company: _____ Phone: _____

Do you attend church regularly and if so, where?

What interests you about joining the team at Arrows Academy?

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: _____