

# CHINESE CHRISTIAN SCHOOLS

Thank You For Your Interest!

**Dear Applicant,**

We are honored that you would consider employment at Chinese Christian Schools and hope the enclosed information will be helpful to you in the process of applying. Please feel free to ask any questions you may have after reading through it.

We also suggest that you review the information about the school posted on our website. The address is [www.ccs-rams.org](http://www.ccs-rams.org). There you will find out about the school's history, core values, achievements, and much more. Our school culture is one of academic excellence and sacrificial service. Our staff are servant leaders who are ministry minded. Our staff profile draws hard workers, self-starters, and team players that have a teachable spirit, humble attitude, and can establish good rapport with students, parents, and staff alike. We are looking for excellence and professionalism, personal integrity, and those who would be exemplary role models. We do not discriminate on the basis of race, color, gender, or national origin, but as a religious organization, we reserve the right to and will prefer employees on the basis of religion.

Once you've reviewed the enclosed materials and our website, please ask yourself if CCS seems like a ministry you sense God directing you toward. We hope so, and look forward to receiving your application and discerning together God's direction in this decision.

*The CCS Team*



# WHAT YOU SHOULD KNOW BEFORE APPLYING

## Introductions First!

### Charter

As an educational ministry of Bay Area Chinese Bible Church, Chinese Christian Schools teaches and trains students in the knowledge of God, beginning with salvation through Jesus Christ. Through Bible-based, Christ-centered instruction, knowledge leads to wisdom, Christ-like character, and service to God in every field of study and every personal endeavor.

As an evangelistic ministry, Chinese Christian Schools has its own ecclesiastical body as the primary focus, extending its influence into the Chinese community, and then to the outermost regions of the world. The school seeks to lead people to a saving knowledge of Christ and raise up disciples who will help advance Christ's ministry on earth, thus fulfilling the Great Commission.

The success of the school is to be measured by changed lives for the glory of God. The goal of the school is that all come to accept Christ as Savior, and that each individual be thoroughly equipped spiritually, academically, and physically to fulfill God's perfect plan for his life.

### Vision

People of principle in places of prominence

### Mission

Our mission is to see students transformed through a saving knowledge of Jesus Christ and Bible-based, Christ-centered instruction so they may be thoroughly equipped to fulfill God's perfect plan for their lives.

### Motto

Transforming Lives for the Glory of God

### School Data

CCS was established in 1979. The San Leandro campus offers K-12<sup>th</sup>, and the new campus in Alameda (opened 2003) offers K-8<sup>th</sup>. CCS uses a Bible-based, comprehensive curriculum including Bible, music, art, math, science, reading, and writing. Middle and High Schools also offer college-preparatory classes including AP and honors classes, computer science, and visual and performing arts.



# ARE YOU CALLED?

## A Ministry More Than A Job!

### Hiring Philosophy:

God's purpose for Chinese Christian Schools is best accomplished when He can work unhindered through the lives of the school staff. Therefore, the two greatest qualifications for all staff are calling and character.

Calling is the understanding of both the employee and the school that it is God's will for the employee to serve at Chinese Christian Schools. Those whom God calls, He equips. Moreover, God calls individuals to a ministry to provide unique skills, attributes, and abilities so the ministry will be thoroughly equipped to carry out His mission. Thus, a person whom God has called is always more "qualified" to fill a position than someone with degrees and/or outward talents.

Character is an essential qualification because one must be obedient to God's call in order to be used of God. God blesses faithfulness and diligence more than ability. Since it is God that gives the increase, our integrity and commitment to doing God's work God's way is the surest way to receive God's blessing.

### Methodology:

Chinese Christian Schools first look for people with a proven relationship with Jesus Christ. These are people who are sensitive to God's call and leadership in all areas of life. They are teachable and humble servants with a heart to please God.

Next, the school seeks to clarify the individual's calling to serve at Chinese Christian Schools. This involves time getting to know each other, numerous meetings and interactions with staff members in various situations, and searching for the leading of the Holy Spirit. This is also a time to discuss differences in doctrine and/or practices, family circumstances, and any other factor that could influence a person's calling.

Finally, reference and background checks are completed to confirm the individual is a person of integrity, good reputation, and virtue who will carry out God's will and strive to be a clean, yielded vessel in His hands. Education and training are no substitute for character and calling.

The hiring process is more akin to the calling of a pastor to a church than the hiring of an employee. This is because the process is a mutual effort to determine God's direction, will, and leading for the applicant and the school ministry. It is a mutual covenant that should not be entered lightly as both parties pledge their commitment to make the relationship work for as long as the Lord leads.



# APPLICATION PROCESS

## What You Can Expect:

### Pre-Application:

The formal hiring process begins with the submission of an employment application to Human Resources. An application is included in this packet. To respect the time and expectations of all involved, every effort should be made by the potential applicant to understand the school before applying.

### Application:

The submission of an application is a formal statement that the person feels led to serve at Chinese Christian Schools. This also initiates the formal process of determining the applicant's calling and character.

To make sure of the person's calling, the applicant should be informed of the school's mission and ministry, philosophy, and methodology. The applicant should become familiar with the campus and classroom atmosphere as well as the co-laborers who will work closely with him/her. A time of observation, internship and/or apprenticeship is desirable.

Administration shall have at least one formal interview with the applicant, going over his/her responses to the Initial Application. Reference checks may be initiated at this time.

### Recommendation:

If administration is satisfied with the applicant's calling and character, and there is an available opening, a recommendation to hire will be made to the Board of Governors. The terms and conditions for hire will be proposed and discussed in a closed session of the Board.

### Board Action:

The Board of Governors will make a decision regarding the administration's recommendation after interviewing the applicant.

### Offer to the Applicant:

If the Board approves the administration's recommendation, an offer will be made contingent on completion of all background and reference checks, submission of required forms, and completion of all pre-conditions (e.g. training, orientation, medical clearances, etc.).

### Official Hire/Start Date:

The applicant officially becomes part of the staff when all pre-conditions have been completed and the start date has arrived. All employment at Chinese Christian Schools is "at will," consistent with our understanding of God's leading and calling upon His servants and ministries.



# EMPLOYEE BENEFITS

## From Our Family To Yours

Health insurance benefits are effective on the first day of the month following the date of your hire and are available to “full time” employees, their spouse, and eligible dependents. “Full time” is defined as at least 30 hours per week, or 75% FTE, over the course of the calendar year. Employees who elect coverage for spouse and dependents will share the cost of that coverage.

### Medical

You may choose to participate in either an HMO plan or POS each calendar year. Services are available when they are provided or authorized by your primary care physician. For each type of service provided, there are applicable copayments with calendar-year copayment maximums. Each plan has prescription drug benefits and vision benefits. See plan descriptions for more specific information. There are no calendar-year deductibles. Premiums can be deducted on a pre-tax basis.

### Dental

You may choose to participate in either a PPO plan or a pre-paid dental plan. PPO plan includes 100% coverage for diagnostic and preventive services and 100% coverage for basic restorative services (80% for out-of-network) after \$25 (\$75 per family) annual deductible. Pre-paid dental plan offers services at reduced fees called copayments from plan dentists. See plan descriptions for more specific information.

### Flexible Spending Account

Offered on an employee-elected basis, you may deduct your medical premium contribution from your paycheck on a pre-tax basis or deposit pre-tax dollars in a Section 125 Flexible Spending Account to use in the payment of healthcare or dependent care expenses.

### Life and AD&D Insurance

Employees are provided with a life insurance policy worth two times their annual salary. They are also covered an additional two times their annual salary for an accidental death.

### Long Term Disability

Employees are provided an LTD plan that replaces approximately 66.67% of their gross earnings in the event of a disability longer than 90 days.

### Retirement Benefits

Offered on an employee-elected basis, you may choose to participate in a 403B savings plan. Under this plan employees can contribute up to the annual IRS maximum on a pretax basis. Contributions go to approved annuity companies including mutual funds and insurance companies consistent with section 403B of the Internal Revenue Code.

### Tuition Discount

Full-time staff receive a 100% tuition discount for their first child, 75% for the second, and 50% for the third attending the school. There is no tuition charge beginning with the fourth child in a family attending the school. Administrators and Pastors receive a 100% tuition discount for all children. Staff required to work beyond the regular school hours (e.g., drivers, secretaries, Administrators) may enroll their children in the Afterschool Program free of charge.

### And More...

Other benefits include Leave (Vacation, Sick, Personal, Holiday), optional Pre-Paid Legal Services, Lunch, COBRA, etc. Ask Human Resources for more information.

