

# Institutionalizing Formation





# Typical Hiring Process Flow



Application



Initial Interview



Final Interview

# Application

- This is our opportunity to be intentional in communicating who we are and helping candidates self-select in or out
- Testimony
- Infallibility of scripture
- Fully support our statement of faith?
- Current church involvement
- Personal habits for spiritual growth?
- Christian philosophy of education
- Philosophy of classroom discipline?
- How should Christian ed look different from public education?
- Then the standard- experience, degrees, certifications, references at the end





# Initial Interview

## Calvary Playbook

*Organizational health is our greatest opportunity for improvement and competitive advantage*

**Why do we exist?** To transform students lives to become agents of change for Jesus Christ.

### How do we behave?

Core Values: **Authenticity** (real followers of Christ- no politics), **Humility** (not better than others, strong teamwork), **Grit** (a combination of passion and perseverance)

Aspirational Values: **Humor** (take our work seriously but not ourselves), **Flexibility** (blessed are the flexible for they shall not be broken!), **Growth** (always rethinking and intentionally growing)

Permission to Play: **Fruit of the Spirit, Christ-follower**

**What do we do?** We provide education and activities through a Christian worldview for Christian families.

**How will we succeed?** We will focus on the following key areas for the 24-25 year

- Cultivating Spiritual Formation
- The recruitment, retention, and development of our team
- Enhancing our infrastructure and operations
- Cash flowing phase 2 purchases and a plan to be debt free by 2030

### Portrait of a Graduate:

Biblical Worldview: Possesses a thinking that is informed by scripture.

Grit: Demonstrates perseverance and passion

Authentic: Is genuine about their walk with the Lord and seeks growth

Humble: Willing to serve as God leads

Equipped: Possesses the skills and habits to succeed.

Effective Leader: Affirmed in their identity as a child of God. Has a positive influence with others.

- Why do we exist?
- How do we behave?
- What do we do?
- How will we succeed?
- What's the most important right now?
- What success stories can you share?

# Final Interview

- How would you define a biblical worldview and how does it influence your teaching?
- How do you ensure scripture is the foundation of each lesson?
- What do you believe is the purpose of a Christian education?
- Can you give an example of a lesson you've taught that shows
- How do you setup your classroom to facilitate spiritual formation?



“

The first forty hours on  
the job are the most  
important in an  
employee's career.

~ Mark Miller

”

# Onboarding

- Needs to be intentional
- How are you transferring your values? How can connection with another team member help?
- Do they understand how their role connects to the vision of the school?
- Map out the process and be thoughtful on how you can get them rowing in the same direction as your organization.

## Welcome to the Team!

1. Onboarding YouTube playlist: You can use this link to access a playlist of videos that will help prepare you to start working at Calvary!
  - a. This playlist has videos on using our Microsoft platform, FACTS, our master file, mission & vision of the school, the Mandated Services program, applying for an aide license, and how to view student test scores.
    - i. [https://youtube.com/playlist?list=PLXisb0aNA-MavFUS7Ta060wOnzrBei64&si=Ufshn5I\\_SiHekP3](https://youtube.com/playlist?list=PLXisb0aNA-MavFUS7Ta060wOnzrBei64&si=Ufshn5I_SiHekP3)
  - b. This playlist will get you up to speed on our portrait of a graduate, this provides a picture to clarify our school vision – what we all work towards at Calvary.
    - i. <https://youtu.be/-5vMNkNkV9g?si=YHQAFR263VucfoKT>
2. Colson Educator Classes
  - a. Go to Colson Educators online at [Colson Educators](#), register for a free account and take the following classes. You'll have either to the start of the school year or 3 months from the date of hire (if hired mid-year) to complete these courses (it will take 7 total hours). You'll discuss this with the person you report to!
    - i. Worldview Formation 101
    - ii. Worldview Formation 201
3. IT Information (will be given to you)
  - a. Microsoft Username: will be sent by IT
  - b. Microsoft Password: will be sent by IT
  - c. FACTS district code is cal-oh
  - d. FACTS Username:
  - e. FACTS Password:
  - f. We will add you to the staff director in our app and website ☒
  - g. Get building ID card from IT
4. Get familiar with the staff SharePoint (in Microsoft onboarding email). This is where we share staff files and also where you'll access online forms for IT, maintenance, facility usage, injury reports, staff leave requests, idea generator, staff scholarships, field trip requests, and social media posts.
  - a. Read faculty handbook (in staff ~~sharepoint~~ in handbook folder) \_\_\_\_\_
5. Complete our online staff paperwork here
  - a. [https://docs.google.com/forms/d/e/1FAIpQLScYIAOKQ2\\_MRF66ivhNoD35Uuwy60ecWGM1LihstcnUM7NCYw/vie/wform?usp=send\\_form](https://docs.google.com/forms/d/e/1FAIpQLScYIAOKQ2_MRF66ivhNoD35Uuwy60ecWGM1LihstcnUM7NCYw/vie/wform?usp=send_form)
6. Complete staff CAPP (child abuse protection policy) training here
  - a. [C.A.P.P. \(google.com\)](#)
7. Things to grab from the CCS office (or bring to the office)
  - a. Financial paperwork packet. Grab from business office (near my office)
  - b. Building Keys. Grab from business office (near my office)
  - c. Bring a copy to the office of your current BCI or FBI report. Use the appropriate code for background checks.
    - i. 3319 291 School Employees – Licensure with Ohio Department of Education
    - ii. 3319 3981 School Employees – ~~non-teaching~~ positions
    - iii. 3319 3983 School Employees – teachers only
    - iv. 3327 10 School Bus Driver
8. Email a family or individual photo to [lmooore@calvarybellefontaine.org](mailto:lmooore@calvarybellefontaine.org) with a brief biography so we can announce your hire on social media. (Scroll back on our ~~facebook~~ page to see examples of these)
9. Our first official staff meeting at the beginning of each year will be the first Monday and Tuesday from 9:00-3:00.

Congrats on your new position and welcome to the team!



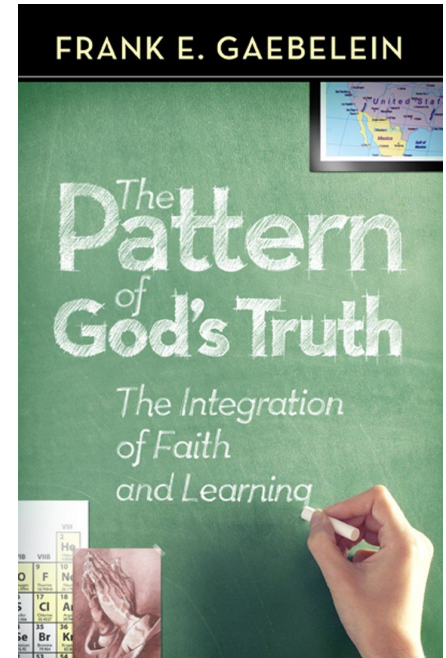
Ryan Hyde  
Head of School





# The Pattern of God's Truth - Frank Gaebelin

“The Christian school is only as Christian as its Faculty







# What is the primary goal of your school?

**5C**  
**Community  
Alignment**

**C**ommon Vocabulary  
**C**larity  
**C**ohesion  
**C**omprehensiveness  
**C**entripetal Patterns

# Faculty Formation Program

## Example



Evangelical Christian School  
Memphis, TN

- Twenty-Five hour Worldview Development course required within first year of hire (all staff, not just teachers)
- Weekly “Late Start” curriculum organized according to semester themes and based on Worldview Foundation.
- Required completion of Philosophy of Christian Education paper.
- Individual Worldview Implementation projects, and presentation of those courses at conferences.
- Helping to lead Faculty Worldview Course.

Worldview  
Foundation

Worldview  
Fluency

Worldview  
Flourishing

# Faculty Formation Program

## Example



Covenant Christian School  
St. Louis, MO

- Year 1: Two four-hour Worldview Foundation presentations during Faculty in-service.
- Year 2: Monthly reteaching each of framework categories during faculty meetings.
- Year 3: Taking six faculty-selected topics over the course of the year and unpacking them through the worldview framework.
- Intentional effort to assist school plants around the St. Louis area
- CCS teachers leading online Worldview Cohorts through RenewEd

Worldview  
Foundation

Worldview  
Fluency

Worldview  
Flourishing



# Compensation and Faculty Growth

What opportunities does your school provide for faculty growth?

What does your compensation model say you value most?

Where/How do either of these **evidence** that you value the theological/apologetic health of your faculty?



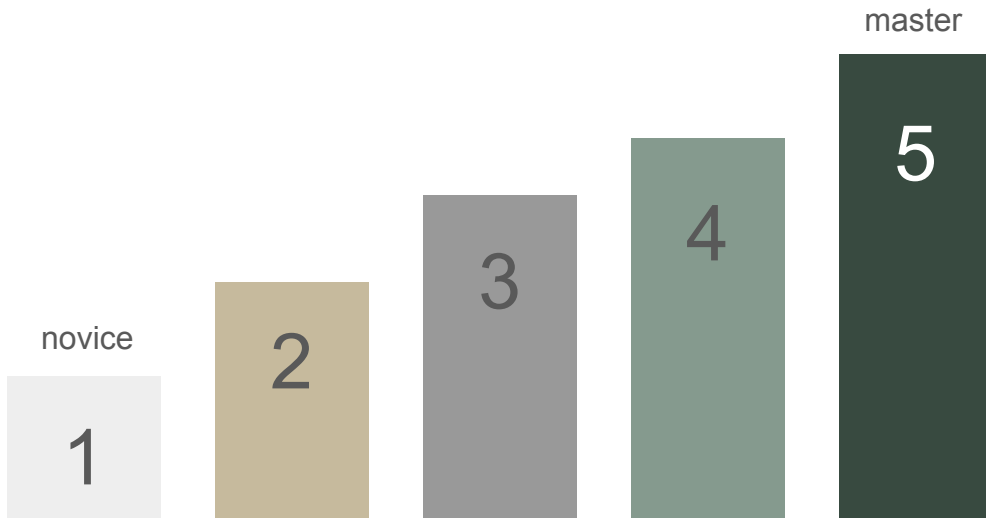
## A Third Option

**Provide varied opportunities for growth**

**Compensate according to your strategic objectives**

## A Tier / Band System

Categorize teachers according to levels that defines and rewards expectations, abilities, expertise, roles, leadership, and responsibilities (aligned with the school's mission and objectives).





## A Third Option

**Provide varied opportunities for growth**

**Compensate according to your strategic objectives**

## A Tier / Band System



# Firing

- We can't back away from this aspect of leadership
- Baselines for coaching: KRA's / IPDP?
- Immediate removals vs rules with longtime coaching and little progress

