To Whom It May Concern:

Timothy Christian Schools in Elmhurst, IL has approved the hiring of a Director of Admissions and Recruitment and is accepting applications through May 2nd, 2014. Please direct all inquiries and correspondence to Matt Davidson, Superintendent (see contact information below). Note: read Job Description for specific details prior to submitting an application.

We are seeking an individual with a strong devotion to Jesus Christ and Christian education, a desire to collaboratively work hard within a team, a dedication to distinction and excellence, and a discipline of experience and strong expertise in the areas specifically defined within the attached job description. If this resonates with you, I invite you to consider the great adventure of Timothy Christian Schools.

Very Truly Yours for Christian Education,

Matt Davidson
Superintendent
630.782.4044
davidson@timothychristian.com
TIMOTHY CHRISTIAN SCHOOLS

Administrative Job Description

| TITLE: | DIRECTOR OF ADMISSIONS AND STUDENT RECRUITMENT |
| REPORTS TO: | SUPERINTENDENT |
| DIRECT REPORTS: | WORLDVIEW PROGRAM DIRECTOR |
| | PART TIME ASSISTANT |
| | INFORMATION TECHNOLOGY COORDINATOR |
| STATUS: | FULL TIME |

The Director of Admissions and Student Recruitment at Timothy Christian Schools is primarily responsible for the marketing of the school for the purpose of enrollment growth. The position also assists with promotion, branding, event-planning and fundraising. However, the key function for this position is to create awareness and interest in the neighboring communities and grow enrollment. The Director of Admissions and Student Recruitment at Timothy Christian Schools works directly with the Superintendent but will also work with other members of the administrative team and additional stakeholders.

REQUIRED QUALIFICATIONS:

1. Have received Jesus Christ as his/her personal Savior. A bold follower of Jesus Christ.
2. Believe that the Bible is God's Word and the standard for faith and daily living.
3. Be in whole-hearted agreement with the school's Statement of Faith and Christian Philosophy of Education.
4. Be a Christian role model in attitude, speech, and actions toward others.
5. Be an active participant at an evangelical church.
6. Preferred education: College Graduate (BS or BA).
7. Strong communicator, specifically in both verbal and written communication skills.
8. Proficient with technology and social media.
9. Experience in marketing/branding/business background preferred.
10. Familiarity/experience with Christian education preferred.

DESCRIPTION:

Admissions/Marketing:

1. Admissions Process—start to finish (contact management)
2. Recruitment of students from the surrounding communities, churches, and determined “feeder” schools
3. 1st Impressions—initial point of contact for prospective families
4. Coordinate receipt of application materials, school records, and fees and send to HS counselors or GS/MS administrators and administrative assistant for review process.
5. Pending decision of GS/MS administration and/or HS counseling department (with HS principal, as needed) communicate with parent regarding academic acceptance (or decline).
6. Organize admissions agenda and submit electronically to admissions committee for official approval. Where questions arise regarding an application, be the point person for clarifying or gathering additional information.

7. Coordinate parent meetings with Superintendent, as needed, because of missing pastor’s forms or forms indicating lack of regular participation in a (local) church.

8. Communicate to parent after official approval has been received by admissions committee (including deadline for submission of verification of local church participation.)

9. Coordinate with Business Office on necessary paperwork (admissions minutes, in/out sheets for GS/MS/HS, financial assistance questions w/FACTS). Over the summer this often becomes more immediate and direct.

10. May be asked to coordinate contact lists for new families for August.

Student Recruitment/Marketing:

11. Coordinate, plan and conduct Open Houses.

12. Work closely with assistant, Worldview Program Coordinator (International Student Program), and Information Technology Coordinator for promotion of the school.

13. Develop relationships with local media outlets for promotion of the school.

14. Develop relationships with area schools.

15. Work closely with the Marketing and Admissions Committees of the Board.

16. Work closely with the Information Technology Director on the website, TCSNews, The Reflector, the electronic sign at the street, and IGNITE.

17. Be a story-teller of Timothy Christian Schools with new families.

18. Coordinate the areas of marketing, branding and communications.

19. Utilize social media in the marketing of the school.

20. Coordinate shadow days, tours and other experiences.
Timothy’s Mission:
Serving God and His people, Timothy Christian Schools develops academically prepared Christian disciples who embrace Christ’s call to transform the world.

Timothy’s Vision:
Timothy Christian Schools will be distinctly Christian in its community, curriculum, character and convictions.

1. We reflect God’s kingdom by serving Christian families from diverse economic and cultural backgrounds and students who possess a wide range of abilities.
2. We cooperate with Christian homes and churches in the education and faith development of our students.
3. We demonstrate love for one another in our work and play.
4. We challenge students to serve in a global community.
5. We teach and study in the Reformed Christian tradition which drives us to be Biblically based, culturally engaged, and always reforming.
6. We nurture creativity and curiosity through meaningful curriculum and effective instruction.
7. We develop and encourage the gifts and talents of one another to serve Christ and renew His creation.
8. We seek wisdom that applies knowledge to gain understanding and spiritual discernment.
9. We prepare students to be articulate defenders and models of the Christian faith in thought, word, and deed.
10. We inspire all students to be counter-cultural disciples who are beacons of light in the world.
Timothy at a Glance

Founded in 1911, Timothy Christian Schools is a fully accredited, parent-run, P-12 Christian school system that places academic excellence and a reformed Biblical worldview at the heart of its mission.

We’re in the business of producing **academically prepared** Christian disciples, and **business is good**. The following are only a few of our recent academic accomplishments:

### 2013 ACT Results: Timothy vs. the state of Illinois and the Nation

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Timothy Christian High School was identified as one of 96 "**Outstanding high Schools in America**" by the U.S. News and World Report

### Iowa Basics Testing:

Over **40% of our middle school students** scored at or above the **95th percentile** on their Iowa Test of Basic Achievement, qualifying them for the National Talent Search.

In **2010-2011**, Timothy's **average** ranking for grades 2-8 was in the **94th percentile at the national level**.
2013-14 High School Student Population

- Freshmen: 93
- Sophomores: 102
- Juniors: 86
- Seniors: 94

Total HS Students: 375
Demographic/Diversity Information, K-8

2013-14 Elementary School Student Population

Kindergarten - 72
1st grade - 72
2nd grade - 77
3rd grade - 55
4th grade - 78
5th grade - 73
6th grade - 72
7th grade - 74
8th grade - 83

Total GS Students: 663
Discover Timothy: Open House Program

- Sunday, March 16 at 2:00 PM
- Tuesday, April 15 at 7:00 PM

High School Preview Day (Students Only)
Tuesday, November 19

High School Showcase Night (Parents)
Thursday, December 5 at 7:00 PM

Preschool/Kindergarten Information Night
January 23, 2014 at 7:00 PM

Preschool/Kindergarten Registration Deadline: Friday, February 7th

Shadowing Opportunities

We encourage all prospective students to walk in the shoes of a Timothy student for the portion of the school day.

Get partnered up with a Timothy student, and see what life at Timothy is really like! This can be scheduled for any regular school day at Timothy.

All shadowing opportunities are available upon request

Personal Campus Tours

Come and tour the campus during a regular school day to get a feel for the atmosphere of a Timothy school day. Tours can be scheduled during any regular school day at Timothy.

All Personal Campus Tours are available upon request
ADMINISTRATOR APPLICATION
ADMINISTRATOR APPLICATION

PERSONAL INFORMATION

Full name: ____________________________________________

Application date: _____/_____/_____  Date available: _____/_____/_____

Street address: _______________________________________

City, State, Zip: _______________________________________

Email address: _______________________________________

Home Phone: (_____ ) ___________  Cell phone: (___) ___________

Best time to call you? ___________________  Length of time at this address? ______

Please list any additional addresses where you have resided at any time during the past five years:

________________________________________________________________________

________________________________________________________________________

Have you ever been convicted of a felony?  ☐ Yes  ☐ No  If so, please explain ______

________________________________________________________________________

Position for which you are applying ________________________________

How did you learn about the position for which you are applying?

________________________________________________________________________

Can you submit verification of your legal right to work in the United States?  ☐ Yes  ☐ No
OPTIONAL INFORMATION

Book(s) you enjoy: ________________________________________________________________

Recent professional reading: ______________________________________________________

Second language:  □ None  □ Spanish  □ French  □ German  □ Other: ______

Technology Proficiency:  □ SmartBoard  □ Word Processing  □ Power Point  □ Excel
□ Finance Programs/Software: ______________________________________  □ Other: _____

CHRISTIAN BACKGROUND

*On separate paper, briefly give your Christian testimony.

Please carefully read our Mission and Vision Statements (included in packet) and indicate your degree of support.

___ I fully support the Statements as written without mental reservations.

___ I support the Statements except for the area(s) listed and explained on a separate paper. The exceptions represent either disagreements or items for which I have not yet formed an opinion or conviction.

Do you believe the Bible to be the ONLY inspired and infallible Word of God, our final authority in all matters of faith, truth and conduct?  □ Yes  □ No

If yes, explain what that means to you: ____________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Denominational preference? ______________________________________________________

What is your local church affiliation? ____________________________________________

Are you presently a member in good standing? ___________ Length of time ______

In what church activities are you involved and with what degree of regularity? ______________

_____________________________________________________________________________

_____________________________________________________________________________
PROFESSIONAL QUALIFICATIONS

*Please attach photocopies of all your postsecondary transcripts. Should you be offered a position, official copies of your transcripts must be provided to the school for inclusion in your personnel file.

What degree or degrees do you hold?

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Your Major(s) ____________________________

Your Minor(s) ____________________________

*Please attach photocopies of any certificates held.

Have you had any courses in the Christian Philosophy of Education dealing with general school subjects?  □ Yes  □ No  If so, where and when? ____________________________

If not, would you be willing to take such a course by correspondence or otherwise?  ____________

*Attach a typed copy of your personal Christian philosophy of education (please limit your statement to a maximum of two pages).

Have you had other courses giving specific training for Christian schools?  □ Yes  □ No  Give details.  ____________

List any conferences or seminars that you have led or participated in recently.  ____________

*Upon reviewing the Job Description for this position, please provide a typed narrative (a few paragraphs is sufficient) displaying your specific skills and professional aptitude for this position.
PERSONAL PHILOSOPHY

A. Why do you wish to be an administrator in a Christian school?

B. What areas do you feel are your strengths? What do you feel are your areas for improvement?

C. Please summarize any additional information regarding your candidacy for this position.
**EMPLOYMENT HISTORY**

Please start with your current or most recent employer and work backwards for the past ten years. If necessary, you may follow the same format on the reverse.

1. Employer ____________________________
   Position ____________________________ Dates of Employment __________
   Address ___________________________________________________________________
   Supervisor's Name and Phone Number __________________________________________
   Reason for leaving ___________________________________________________________________

2. Employer ____________________________
   Position ____________________________ Dates of Employment __________
   Address ___________________________________________________________________
   Supervisor's Name and Phone Number __________________________________________
   Reason for leaving ___________________________________________________________________

3. Employer ____________________________
   Position ____________________________ Dates of Employment __________
   Address ___________________________________________________________________
   Supervisor's Name and Phone Number __________________________________________
   Reason for leaving ___________________________________________________________________

4. Employer ____________________________
   Position ____________________________ Dates of Employment __________
   Address ___________________________________________________________________
   Supervisor's Name and Phone Number __________________________________________
   Reason for leaving ___________________________________________________________________

5. Employer ____________________________
   Position ____________________________ Dates of Employment __________
   Address ___________________________________________________________________
   Supervisor's Name and Phone Number __________________________________________
   Reason for leaving ___________________________________________________________________

Have you ever worked under a different name for any of the employers you have listed?  □ Yes  □ No
If so, what was the name or names? ____________________________

Have you served in the military?  □ Yes  □ No  If yes, what type of training or education did you receive? ____________________________
PERSONAL REFERENCES

Please do not list family members or relatives for references. You will also need to sign the Reference Release Form on the reverse side of this sheet and return it with this application.

Give three references who are qualified to speak of your spiritual experience and Christian service. List your current pastor first.

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Give three references who are qualified to speak of your professional training and experience. List your current or most recent supervisor first.

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APPLICANT'S CERTIFICATION AND AGREEMENT

I understand that Timothy Christian School does not discriminate in its employment practices against any person because of race, color, national or ethnic origin, gender, age, or qualified disability.

I hereby certify that the facts set forth in this application process are true and complete to the best of my knowledge. I understand that falsification of any statement or a significant omission of fact may prevent me from being hired, or if hired, may subject me to immediate dismissal regardless of the time elapsed before discovery. If I am released under these circumstances, I further understand and agree that I will be paid and receive benefits only through the day of release.

I authorize Timothy Christian School to thoroughly interview the primary references which I have listed, any secondary references mentioned through interviews with primary references, or other individuals who know me and have knowledge regarding my testimony and work record. I also authorize the school to thoroughly investigate my work records and evaluations, my educational preparation, and other matters related to my suitability for the position.

I authorize references and my former employers to disclose to the school any and all employment records, performance reviews, letters, reports, and other information related to my life and employment, without giving me prior notice of such disclosure. In addition, I hereby release the school, my former employers, references, and all other parties from any and all claims, demands, or liabilities arising out of or in any way related to such investigation or disclosure. I waive the right to ever personally view any references given to the school.

Since I will be working with children, I understand that I must submit to a background verification check by appropriate federal and/or state authorities. I agree to fully cooperate in providing and recording as many sets of my fingerprints as is necessary for such an investigation. I authorize the school to conduct a criminal records check. I understand and agree that any offer of employment that I may receive from the school is conditioned upon the receipt of background information, including criminal background information. The school may refuse employment or terminate conditional employment if the school deems any background information unfavorable or that it could reflect adversely on the school or on me as a Christian role model.

I understand that this is only an application for employment and that no employment contract is being offered at this time.

I certify that I have carefully read and do understand the above statements.

____________________________________________________________________  ______________
Signature of Applicant  Date

Timothy Christian School
188 W. Butterfield Road
Elmhurst, IL 60126