

Requirements for CC Program Directors

1. Committed and experienced homeschooling parent
2. Understands and supports CC's Faith Statement
3. Committed to the Classical Model of Education
4. Attend a 3-Day Practicum

Foundations Directors: Possess strong leadership and administrative skills, while seeking to implement a strong, grammar-intensive classical program for the elementary years.

Challenge Directors: Possess a love of learning and a desire to mentor students in the classical tools of learning within a biblical worldview, while emphasizing dialectic and rhetoric skills.

STEP

1

Contact your State Manager

- Read the [Essentials of Faith](#) statement and discuss with State Manager.
- Become thoroughly familiar with the information on our website concerning our programs and [subscribe](#) to our e-mail loop to begin receiving regular communications from Classical Conversations.
- If you are a NEW Program Director fill out the Background Questionnaire and mail to your State Manager. Please enclose a \$20 processing fee (checks may be made out to Classical Conversations.).

STEP

2

Director Application Process *(for Foundations and Challenge Directors)*

- E-mail your State Manager with the following information, preferably in a Word document:
 - Name of the program for which you are applying (i.e., Foundations Director, Challenge A Director, etc.)
 - The city and state for which you are applying.
 - A phone number where we may contact you.
 - The name of a current CC Director we can contact for a reference.
 - Read Dorothy Sayers' *The Lost Tools of Learning*. Write a response containing a paragraph on the main problem with modern education, another paragraph defining the trivium, and a third paragraph describing the integration of subjects.
 - Write three paragraphs on your homeschooling experience. Be sure to include information about your family, why you homeschool, how long you have homeschooled, and how long you plan to continue homeschooling.
 - Write an essay on your testimony of faith in Jesus Christ. This is an academic requirement for directing a CC program.
 - Answer the following questions briefly:
 - Do you object to a background check?
 - Are you more gifted at administration or encouragement?
 - What other homeschool activities have you lead?
 - How will you find local families to enroll in your program?

- Receive a **Directors Business Guide** from State Manager.
- Attend Director's Business Training (see website State Manager page for schedule).
- Mail in your Director's contract, along with \$80 to your State Manager if you are a new Program Director. If you are an existing Program Director send \$20 to your State Manager (make checks payable to Classical Conversations).

STEP
3

Review Program Startup Quick List

- [Click here](#) to link to list for a high-level view of what is involved in directing a program.

Essentials of Our Faith

All Scripture is self-attesting and being Truth, requires our unreserved submission in all areas of life. The infallible Word of God, the sixty-six books of the Old and New Testaments, is a complete and unified witness to God's redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks.

On this sure foundation, we affirm these additional Essentials of our faith:

- 1** We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son, and Holy Spirit. To Him be all honor, glory and praise forever!
- 2** Jesus Christ, the living Word, become flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross a sacrifice for our sins according to the Scriptures. On the third day He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
- 3** Holy Spirit, the third person of the Godhead, has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us, empowers and imparts gifts to us for service. He instructs and guides us into all truth, and seals us for the day of redemption.
- 4** Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the

work of God's grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, thereby justifies them in His sight. We believe that (a) salvation is by grace, a free gift of God apart from works, (b) salvation involves repentance, a change of mind in respect to God and thus turning from one's own way to God's way, (c) salvation is through personal faith in the Lord Jesus Christ in Christ alone, (d) all who receive Jesus Christ are regenerated by the Holy Spirit and become the children of God, and (e) true salvation will be manifested by a changed life.

5 The true Church is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ. The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity; where scriptural discipline is practiced, and where loving fellowship is maintained. For her perfecting, she awaits the return of her Lord.

6 Jesus Christ will come again to the earth—personally, visibly, and bodily—to judge the living and the dead, and to consummate history and the eternal plan of God. "Even so, come, Lord Jesus." (Rev. 22:20)

7 The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to "Him who loved us and gave Himself for us." He calls us to a life of self-denying love and service. "For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them." (Eph. 2:10)



NEW Program Director

Information & Questionnaire

Return to your State Manager
Include \$20 Background Check Fee.
Make check payable to Classical Conversations.

PERSONAL

1. Full Name: (last) _____ (first) _____ (Middle) _____

Date of Birth ____/____/____

2. Present address _____

City _____ State _____ Zip code _____

3. Phone number: (home) _____ (work) _____

Email Address: _____

4. Marital Status: _____ If married, give maiden name: _____

5. Previous address: _____

City _____ State _____ Zip code _____

6. Have you lived in any other states in the past 5 years?

7. Driver's license number: _____ State: _____

Social Security number: ____/____/____

8. Why do you enjoy working with children?

CLASSICAL CONVERSATIONS, INC. ACTIVITY

1. How long have you been associated with Classical Conversations, Inc.?
2. Do you currently, or have you had children in any of the Classical Conversations, Inc. programs? If so, how many children and when?
3. Please give the name of the church you are attending, if there is one.
4. List all previous work involving children (where and what type of work).
5. List any gifts, callings, training, education (medical or CPR, etc.) or other factors that have prepared you for working with children.
6. List any physical handicaps or conditions hindering you from performing activities related to teaching youth.
7. On the back of this sheet, please briefly share how you became a believing Christian, using at least one Scripture reference.

QUESTIONNAIRE

The following information will be held in strict confidentiality. Because we are teaching children and have children in attendance, we are liable under law to report any suspected child abuse (in compliance with Duty to Report Child Abuse or Neglect, NC General Statute 7 A-543).

Please answer all questions honestly; there are no questions that will automatically disqualify you, but all Tutors and Directors must be truthful with Classical Conversations, Inc. and themselves about their conduct and convictions. Answer these questions for the last five years or since becoming a Christian, whichever is longest.

If you answer Yes to any of the questions please attach an explanation

1. Have you ever had your driver's license suspended or revoked?
Yes No
2. Have you ever been accused, charged, or convicted of any felony offense or any other crime?
Yes No
3. Have you ever been accused or convicted of child abuse, or have you attempted sexual molestation of a minor? Yes No
4. Have you ever engaged in homosexual activity?
Yes No
5. Have you consumed illegal drugs or narcotics?
Yes No
6. Have you been intoxicated or otherwise misused any alcoholic beverages?
Yes No
7. Have you ever undergone treatment or counseling for alcoholism/substance abuse?
Yes No
8. Have you ever been convicted of, or pled guilty to, or are charges pending concerning any other crime?
Yes No
9. Have you ever been the subject of a civil lawsuit involving, or an investigation or allegation of, sexual misconduct, sexual harassment or other immoral behavior or conduct involving adults or children?
Yes No
10. Do you have any investigation, review or disciplinary action pending by an employer, organization in which you volunteer, or professional association, for sexual misconduct, violence or misconduct involving children?
Yes No
11. Were you a victim of abuse or molestation while a minor?
Yes No
12. Have you ever abused a minor, or engaged in conduct including abduction for immoral purposes, sexual assault, failure to secure medical attention for an injured child, pandering, crimes against

nature involving children, taking indecent liberties with children, neglect of children, obscenity offenses or similar moral impropriety involving children?

Yes No

13. Have you indulged in any form of pornography in the past 2 years? If so, please explain (attach a separate sheet if necessary)

Yes No

14. Is there any other information that might be relevant to assessing your fitness for working with children or youth? If so, please explain. (Attach a separate sheet if necessary.)

Yes No

15. Will you grant us permission to perform a Criminal History Check on you? (A Criminal History Check is a requirement for working with children at Classical Conversations, Inc.)

Yes No

16. Have you been in an adulterous relationship?

Yes No

The information contained in this questionnaire is correct to the best of my knowledge. My responses are all true. I understand and agree that any false answers or statements made by me on this form or any supplement thereto, or any false statements made to the representative of Classical Conversations, Inc. during the interview process will be grounds for not allowing me to serve or for immediately discharging me, no matter when it is discovered.

I understand and agree that it is critical to the mission and purpose of Classical Conversations, Inc. that all Directors and Tutors conform to the highest standards of safety, interpersonal conduct and sexual morality. I affirm that I will strictly comply with Classical Conversations, Inc. policies and procedures, including those concerning child safety and protection, sexual abuse and misconduct, and interpersonal relationships.

I understand and agree that failure by me to abide by such policies and procedures may result in immediate dismissal from my position. I hereby release any individual, church, denominational agency or official, reference, or any other person or organization, from liability for any damages of whatever kind or nature which may at anytime result to me, my heirs, or family, on account of non-compliance to Classical Conversations Inc.'s policies. I understand that a criminal records check may be conducted on me and I consent to any such check.

I have carefully read, understand and agree to the foregoing "candidate statement" and further understand and agree that a copy of this form shall be as valid as the original. Furthermore, having carefully read the foregoing release, and knowing and understanding the contents thereof, I sign this release of my own free will and act.

Director Signature _____ Date _____

A Classical Conversations' Director...

By **Denise Moore** *CC Corporate Program Manager*

Is a learner

Must be able to acquire information in order to learn

Loves teaching

Must show enthusiasm, love for learning, and love for students

Supports and encourages others

We all have "bad days", support of students, parents, other tutors

Is dependable

People depend on you to do what you say you will do and to the best of your ability

"Plays well" with others 😊

You do not operate in a vacuum, it is not "your way" only

Is organized

Keep tracks of details of their program

Is a good communicator

Student, parents, other tutors

Is flexible

Things do not always go according to plan

Is a "positive" problem solver

Key word here is "positive" (see points 5 & 6)

Agrees and supports CC philosophy

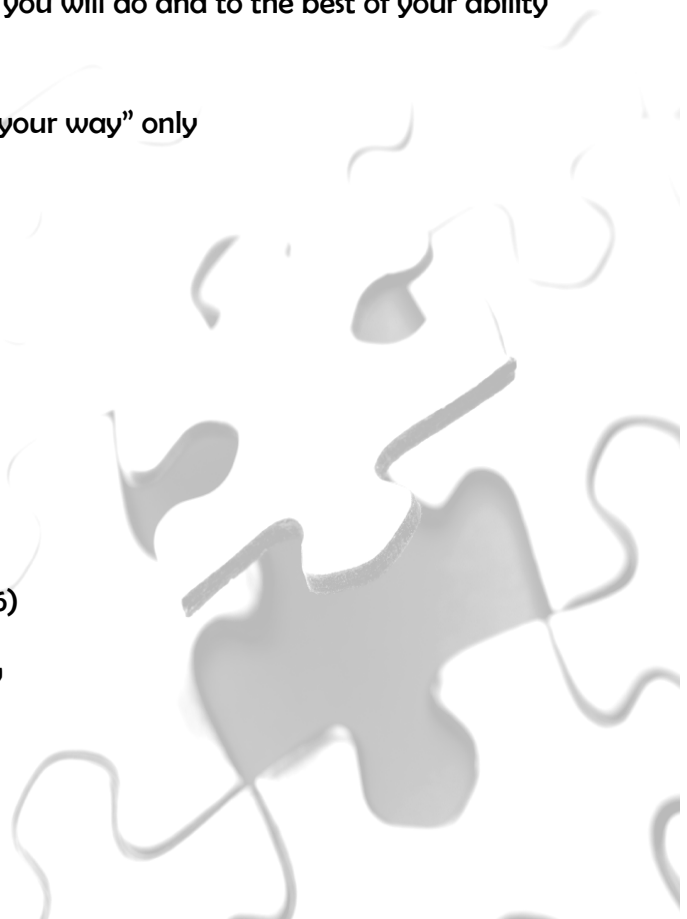
Must have shared goals and vision

Is a worker

Takes work to have an effective program

Can have fun

Not take self too seriously



A CC Director/Tutor...

By CC Program Team

Foundation; Director:

- Loves learning
- Relational Leader – heart for parents and tutors
- Organized, planner
- Administrative
- Communicates well
- Classical Model – grammar phase

Foundation; Tutor:

- Loves learning
- Loves elementary age students
- Tutor multiple subjects
- Classical Model – grammar phase

Essential; Tutor:

- Loves learning
- Loves elementary age students
- Can break language “big picture” into smaller steps and model it each week.
- Classical Model – grammar/logic phase

Challenge A Director/Tutor

- Loves learning
- Loves middle school age students
- Tutor multiple subjects
- Geography comfort
- Familiar with IEW writing program
- Latin/language comfort
- Comfortable using Saxon Math
- Worldview (Creation/Evolution)
- Classical Model – grammar/logic – beginning rhetoric
- Good with time and classroom management

Challenge B Director/Tutor

- Loves learning
- Loves middle school age students
- Tutor multiple subjects
- Logic and Debate comfort ability
- Latin comfort ability
- Comfortable using Saxon Math
- Worldview (Creation/Evolution)
- Classical Model – logic/rhetoric
- Good with time and classroom management

Challenge I Director/Tutor

- Loves learning
- Loves high school age students
- Tutor multiple subjects
- Debate comfort ability
- Literature and writing!
- Latin/language comfort
- Comfortable using Saxon Math
- Worldview (through literature, American history, science, ...)
- Classical Model – logic/rhetoric
- Good with time management
- College prep/transcript aware

Challenge II Director/Tutor

- Loves learning
- Loves high school age students
- Tutor multiple subjects
- Debate comfort ability
- Literature and writing!
- Latin/language comfort
- How to handle science?
- Comfortable using Saxon Math
- Worldview (through literature, American history, science, ...)
- Classical Model – logic/rhetoric
- Good with time management
- College prep/transcript aware

More Notes to Challenge Tutors...

Notes from Lisa Bailey – Challenge B Program Manager from 2004-2007

- ✓ drawn to middle-school students
- ✓ committed to life-long learning
- ✓ familiar with the Classical Model of education (especially familiar with the differences and needs of the dialectic stage student)
- ✓ comfortable with teaching by the Socratic Method
- ✓ eager to embrace academic challenges (Latin! Logic! Algebra!)
- ✓ willing to partner with parents in education (recognizing that parents will need encouragement and support to stay plugged in to student learning)
- ✓ enthused about getting to know students in more than an academic way (willing to be a true mentor)
- ✓ facile communicator (with students AND parents)
- ✓ organized, in class and at home (for preparation)
- ✓ committed to prayer
- ✓ able to articulate a Christian world-view (particularly in the area of science)

The Classical Conversations Director

A Classical Conversations Director is someone that embodies the core value system of Leigh Bortin's Classical Conversation mission and vision. She/he is someone whom Leigh (through her Corporate Staff and State Management Team) has entrusted to accurately and effectively deliver the products and services that CC offers. Leigh and her team have confidence in her/him that she has the heart of CC as she faithfully performs her directorship role.

A CC Director should:

- Lead under authority – This is Leigh's program; therefore, a director should seek out what was intended by Leigh and honor her objectives rather than developing her "own" CC program. When initiating new ideas she should appeal to authority, follow the process to communicate them, and work to benefit the whole CC program.
- Completely fulfill Director Responsibilities – including producing timely paperwork, attending training, promoting CC products and services, communicating with CC, and staying updated by reading CC materials and visiting the Directors' and Essentials' websites.
- Lead others well – Not only does the CC Director run the program as intended, fulfilling the responsibilities of the director, promoting the products and services, but she also leads inspires others to do the same. She is a leader within CC by including other directors and her state management team in activities that she plans, including Mock Trial, Spring Protocol, additional trainings. She assists new directors with her knowledge and experience.
- Communicate effectively – The CC Director communicates with those within and those outside of CC in a professional manner. This includes replying to emails in a timely manner, following through on family inquiries, passing on Leigh Mails and other Corporate Communication, and providing input when asked. The Director will be sure to copy her SM on communications with other Corporate Staff.
- Respect Others – In an environment where there is much growth and many interactions, there can be differences of opinion and opportunities for discord. A CC Director is one who is known for speaking well of others, the program and handling conflict in a Biblical manner.