

Start and Administer a Church/Christian School

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Syllabus

1. The Biblical Mandate for Christian Education
2. A History of Christian Education
3. Modern Reasons to Start a Christian School
4. The Foundations Needed to Start a Christian School
5. Who is in Charge of the Christian School?
6. Start up Resources for the Christian School
7. The Atmosphere for A Great Christian School
8. Developing the Mission/Purpose Statement
9. Parental Rights and Responsibilities
10. The Parent Orientation Meeting
11. The Student Handbook
12. Administrative and Communication Software
13. Pricing and Billing
14. Scholarships: Sponsorships, Work & Charity
15. Fundraising: For Tuition (Finding Other Sources) and ExtraCurricular Activities
16. Safety: Parking, Entrance & Access
17. Safety: Teachers, Liability & Processes
18. Starting the School Year
19. The Application Process: Vetting Students
20. Teacher Preparations and Enrichment
21. Textbooks and Curriculum
22. Scope and Sequence of Learning
23. Teacher Materials and Pre-printed Tests
24. Calendar, Events and Days Off
25. Testing and Grading
26. Finishing the School Year-Senior Trip/Graduation-Kindergarten and High School
27. Record Keeping and Report Cards
28. Classroom Monitoring and Volunteers
29. Discipline
30. Institutional Relationships

Mandatory Project:

Mandatory Reading List:

The Confident Shepherd, by Dr. Douglas Levesque, 2015.

Surviving This Babylon, by Dr. Douglas Levesque, 2015.

Suggested Reading List:

1. Mentoring & Modeling, by Dr. John Goetsch & Dr. Mark Rasmussen, 2002.
2. The Heart of the Matter, by Frank Hamrick, 2005.
3. The Successful Christian School, by A.A. Baker, 1979.
4. Handbook of Christian Education, edited by Ronald A. Horton, 2017.
5. The Christian Educator's Handbook on Teaching, edited by Kenneth O. Gangel & Howard G. Hendricks, 1988.
6. Christian Education, edited by Freddy Cardoza, 2019.
7. The 7 Laws of the Teacher, by Dr. Howard G. Hendricks, 1987.
8. The 7 Laws of the Learner, by Dr. Bruce Wilkinson, 1992.
9. What Great Principals Do Differently, by Todd Whitaker, 2003.
10. A Scent of Water, by Edward Earwood and Phil Suiter, 2012.
11. Teaching Matters, by Todd and Beth Whitaker, 2002.
12. Kingdom Education, by Glen Schultz, 1998.
13. Assertive Discipline, by Lee Canter, 2010.
14. 101 Tips for Teaching, by Mark Rasmussen, 2007.
15. The Value of Christian Education, by Paul Chappell, 2011.
16. Recovering the Lost Tools of Learning, by Douglas Wilson, 1991.
17. Motivating & Inspiring Teachers, by Todd & Beth Whitaker, Dale Lumpa, 2000.
18. Apples for Teachers, by Frank Hamrick, 2002.
19. Excellence in Teaching with the Seven Laws, by Carl Shafer, 1985.
20. 62 Suggestions to Improve Classroom Discipline, by Carlos deZafra, Jr., 1968.
21. What Every Sunday School Teacher Should Know, by Elmer L. Towns, 2001.