



Saint Joseph's Episcopal School

Chaplain/Sacred Studies Teacher

Job Description

School History

Saint Joseph's Episcopal School was established in 1958 as a parish day school. It became separately incorporated from the parish church and became a fully independent school in 1990. The school strives to develop and maintain a good working relationship with the church while remaining an entity that exists to fulfill its own mission.

- Saint Joseph's is grounded in the Episcopal tradition of independent schools.
- Episcopal schools are inclusive communities of teachers and learners, rooted in values that promote integrity, respect for oneself and others, and academic, artistic, athletic, and spiritual development.
- Saint Joseph's is a member school of the National Association of Episcopal Schools, the Florida Council of Independent Schools, the Diocesan Schools of Southeast Florida, and the National Junior Honor Society.
- It is fully accredited by the Florida Council of Independent Schools.

Mission: Saint Joseph's Episcopal School provides a challenging and innovative education in a safe, Christian climate. Through combined efforts of teachers, parents, and students, we seek to nourish our students' minds, bodies, and spirits.

Vision: Saint Joseph's Episcopal School is a nurturing, diverse, and inclusive environment in which students receive a stimulating education. With a focus on science, technology, religion, engineering, the arts, and mathematics (STREAM), we foster the importance of collaboration, critical thinking, and 21st century skills. As an independent school, we are able to provide children the attention they deserve so that each reaches his/her full potential as lifelong learners.

Philosophy: Because Episcopal schools use the great commandment of *loving our neighbors as ourselves* as the model for our lives, we embrace constituents of diverse traditions and faiths. In practice, the tenets of this philosophy include, but are not limited to, the following: the sacred nature of each individual, the wonder of God's creation in uniqueness and diversity, honesty, compassion, respect, integrity, service, commitment to family (our own, the school, and the human family), independence, and creativity.

Position Description

Reporting directly to the Head of School, the Chaplain plays a vital role in the life of the Saint Joseph's community. He/She leads weekly Morning Prayer services on Mondays and Fridays, coordinates and participates in Wednesday Eucharist services with the Rector of Saint Joseph's Episcopal Church, teaches Sacred Studies classes to Pre-Kindergarten through Eighth Grade, and oversees our Community Service program. The Chaplain serves on the Leadership Team of the school—participating in yearly financial and strategic planning.



Saint Joseph's Episcopal School

Chaplain/Sacred Studies Teacher

Job Description

Major Responsibilities

- Provides leadership to the School community regarding our Episcopal identity.
- Serves as a “spiritual bridge” between the School and the Church.
- Works with input from the Church Rector to create a yearly calendar for all Chapel services, published prior to the beginning of the semester. [This calendar includes the creation of the schedule of Altar Ministers for Wednesday Eucharists, who are qualified adult volunteers from the Church and School community.]
- Prepares (with the approval of the Rector) Morning Prayer services twice a week (Mondays and Fridays) in accord with the Episcopal Book of Common Prayer, including liturgy, technology, music, student involvement, and speakers.
- Collaborates with Rector on weekly Wednesday Eucharist services.
- Chooses, trains, and oversees Acolytes in Grades Five through Eight to assist in worship services.
- Serves, in conjunction with the School Counselor and the Care Team, as a support for students and faculty/staff in times of need.
- Facilitates pastoral care and guidance for our students and families.
- Teaches Sacred Studies classes to Pre-Kindergarten through Eighth Grade and contributes to curriculum development.
- Oversees the Middle School community service program.
- Coordinates outreach opportunities with Rectors/Chaplains in our local Deanery, as well as other community organizations, e.g. Angel Tree Dinner at Holy Redeemer or visiting seniors at Sonesta.
- Works in conjunction with the Middle School Division Head to coordinate community service opportunities for students.
- Serves as a member of the School Leadership Team to craft financial and strategic plans for the future of the School.
- Coordinates and helps to teach preparatory classes for Communion Milestone Commemoration for First and Second Graders. [In cooperation with the Rector, Church Children's Minister, and teachers, the Chaplain creates a letter of invitation to parents of School children offering them experiential education in the sacrament of Holy Communion.]
- Fosters connections with the Diocese of Southeast Florida and keeps the School apprised of any diocesan requirements and guidelines.
- Coordinates and facilitates the annual Eighth Grade Retreat with Pathfinder Outdoor Education.



Saint Joseph's Episcopal School

Chaplain/Sacred Studies Teacher

Job Description

Knowledge, Skills, and Abilities

- Passion for working with both children and adults.
- Demonstrate an understanding of, and enthusiasm for, Episcopal schools, while at the same time honoring other faith traditions.
- Adeptness at relating religion to real-world examples and applications.
- Ability to coordinate with academic divisions (ECA, Reichert Center, Lower School, and Middle School) and to serve as spiritual leader where appropriate.
- Creating and implementing interdisciplinary lessons and partnering with other disciplines in such lessons, activities, and projects.
- Capability to differentiate teaching, lessons, and course content and willingness to work with School Counselor and Care Team to support students.
- Desire to collaborate with academic divisions and administrators to plan and implement division and school-wide goals.
- Enthusiasm for engaging fully in the life of the school, beyond classroom responsibilities.
- Strong interpersonal, communication, writing, time management, and organizational skills.
- Demonstrated professionalism: ability to meet deadlines, lead initiatives, be proactive, and communicate with all constituencies of the school community.
- Willingness and interest to participate in the extracurricular activities of the students and of the school.

Education and Experience

- Preferred candidates will be ordained Episcopal priests with significant experience in school chaplaincy, teaching, and service learning.
- Candidates must have a Bachelor's degree or higher in religious studies and be able to demonstrate success in a school chaplaincy setting.
- Strong technology skills, including Microsoft Office, SMART software, Google G-Suite, and Zoom, as well as the ability to integrate technology in the classroom and worship services as required.
- Non-clergy candidates should be confirmed Episcopalians or desirous of becoming such. Since the School Chaplain is the bridge between the Church and School, ideally, the candidate will be a member of Saint Joseph's Episcopal Church.