



POSITION TITLE: School Chaplain

St. John's Episcopal Parish Day School is distinguished by 70 years of demonstrated success in preparing children for lives of learning and service in our ever-changing society. Renowned for its Episcopal identity, a core belief in the potential of our children and the sanctity of childhood, the school delivers an unparalleled, values-driven preparatory education. Hard work, faith, honesty, and a commitment to excellence allow our graduates to thrive in high school, college, and beyond.

Located in the heart of Tampa, St. John's provides an exceptional education for 570 students in pre-kindergarten through eighth grade. The School's Core Values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the school's mission statement. Our students are *Empowered to Lead, Inspired to Serve*. A feeling of positive energy, inclusiveness, optimism, respect, and kindness permeates our campuses.

POSITION DESCRIPTION

The Chaplain plays the lead role in defining, preserving, and promoting the School's Episcopal identity to all constituencies. This position is a community builder and, as such, works across divisions leading the Chaplaincy program and Chapel, as well as serving as a liaison between the school and the Parish church.

The Chaplain develops, facilitates, and promotes services throughout the SJE community. The Chaplain also performs specific duties in the lower and middle divisions, including leading chapel and teaching weekly religion classes in the middle division. In addition, this position provides pastoral care to the full breadth and diversity of students, families, and employees as needed and oversees the K(4)-8 Community Engagement and Service program.

ESSENTIAL DUTIES

Chapel Program

- Oversee and facilitate a meaningful, inclusive, and age-appropriate K(4)-8 chapel program.
- Plan, facilitate and lead chapel for all three divisions.
- Oversee, support and be involved as needed in the chapel program for all three divisions.
- Plan all-school worship events throughout the year.
- Provide worship opportunities to the school community, including employees and families.
- Facilitate creative connections between Chaplaincy and the music program.
- Collaborate with the leadership team on the advancement of diversity and inclusion in the SJE community.
- Collaborate with division leaders to highlight student efforts to realize their power for good.

Pastoral Care

- Promote and encourage the spiritual well-being of the community.
- Work with division heads on building community and a sense of belonging for families.
- Minister to the needs of students, employees, and families as opportunities present themselves.
- Maintain a visible presence in the school community.

Administration

- Serve as chair of the All-School Community Engagement Committee, helping facilitate opportunities for students to realize their power for good.
- Work closely and partner with building and supporting community, support implementation of strategic diversity and inclusion initiatives.
- Support the Admissions and Development Offices in maintaining a clear and accurate understanding of the Episcopal identity in service of the mission of the school.
- Consult with the Head of School as needed on issues of employee wellbeing.
- Maintain and nurture the cordial relationship between the school and the parish of St. John's.
- Maintain an active presence in the Diocese of SW Florida.
- Maintain an active presence in NAES.
- Oversee the annual Chaplaincy budget.

Education

- Teach middle division religion and ethics courses.
- Serve as Advisor to a group of middle school students.
- Articulate Episcopal Identity in service to the school's mission to all constituencies.
- Create opportunities for parent education concerning spiritual development and life issues.

MINIMUM QUALIFICATIONS

- Status as an ordained Episcopal priest.
- BA/BS or equivalent in an appropriate field.
- Three years' experience working in an Episcopal school as a school chaplain.
- Intercultural competence, ability to work with sensitivity and effectiveness with students, families, colleagues of diverse backgrounds and identities, demonstrated commitment to equity and inclusion for all people.
- Digital literacy; intermediate to advanced proficiency in Google Classroom/Docs/Sheets and other web-based applications; database and videoconferencing experience, as appropriate to job duties; flexibility and willingness to learn and adapt as digital tools evolve.
- Ability to pass a criminal background check and pre-employment drug screen.

PREFERRED QUALIFICATIONS

- Advanced degree in an appropriate field.
- 5 years' experience working in an Episcopal School.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of current best practices in school chaplaincy.
- Excellent interpersonal skills, sensitivity in dealing with difficult situations.
- Verbal and written communication skills, ability to manage confidential information in compliance with the law and best practice.
- Organizational skills, ability to work well on teams.

PHYSICAL REQUIREMENTS

- Ability to sit at computer and keyboard for moderate periods.
- Mobility sufficient to move about the campus, to include climbing stairs.
- Sight and hearing adequate to perform the duties of the job, ability to communicate clearly.

- Ability to lift and carry up to 25 pounds on an occasional basis.

This is a full-time, exempt, 10-month position that comes with a competitive salary and benefits package including but not limited to paid time off, health insurance, retirement plan with generous employer match, tuition remission for admissions eligible children (contingent on availability), and abundant professional development opportunities. There is an immediate start date for the ideal available candidate.

Qualified candidates are invited to submit a current resume, cover letter, and list of not fewer than three references to: Diane Scott, Executive Assistant to the Head of School, at dscott@stjohnseagles.org.

St. John's Episcopal School provides equal opportunity for all qualified applicants. This position will remain open until filled.