



POSITION TITLE: School Chaplain

START DATE: August 1, 2023, or sooner

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 575 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 students, families, and employees as needed and oversees the school-wide Community Engagement and Service program.

ESSENTIAL DUTIES

Chapel Program

- Oversee and facilitate a meaningful, inclusive, and age-appropriate Grades 1-8 chapel program.
- Plan, facilitate and lead chapel for the lower and middle divisions.
- Help plan worship events throughout the year.
- Provide worship opportunities to the school community, including employees and families.
- 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

- Facilitate opportunities for students to realize their power for good.
- Work closely and partner with building and supporting the community so every stakeholder believes they belong and matter.

- 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.
- 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.
- Other duties as assigned by the Head of School.

MINIMUM QUALIFICATIONS

- A career commitment to working with children in a school setting.
- Status as Episcopal Deacon required, ordained Episcopal Priest preferred.
- BA/BS or equivalent in an appropriate field.
- Three years' experience working in an Episcopal school as a school chaplain.
- Intercultural competence and ability to work with sensitivity and effectiveness with students, families, and colleagues.
- 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.

This is a full-time, exempt, 10-month faculty position accompanied by a competitive salary and benefits package. The anticipated start date is August 1, 2023, although there is the possibility of a sooner start date should the ideal candidate be available.

Qualified candidates are invited to submit a cover letter, C.V., and names of five references via email to Hugh Jebson, Head of School (hjebson@stjohnseagles.org). St. John's Episcopal School is an Equal Opportunity Employer. The position will remain advertised until filled.