

Position Title:	Middle School Religion Teacher, Part-time
FLSA Classification:	Exempt
Reports to:	Head of Middle School
Position Purpose:	Responsible for teaching religion classes and serving as an advisor.
Work Hours:	7:30 a.m. – 4:00 p.m.
Work Calendar:	School year.

Description

The Middle School Religion teacher, Part-time, reports to the Head of Middle School as well as meets with the Sr. Chaplain for direction on religious education and formation in the Middle School. The part-time teacher of Religion will foster and nurture the teachings and values of the Christian faith within the Anglican tradition while at the same time recognizing the diversity of belief and practice within the school community. This instructor will model and articulate the school's commitment to spiritual formation of all its students and concern for the spiritual needs of faculty, staff, and parents.

Essential Functions

- Partners with the Sr. Chaplain to plan and conduct Chapel services for the Middle School division, including music, speakers, and student participation.
- Provide leadership and oversight to student participation groups.
- Develops and supervises virtue curriculum for use in Chapel, advisories, and classrooms.
- Develops curriculum and instruction of optional student Bible studies.
- Develops and supervises curriculum for required religious instruction in the Middle School.
- Teaches Religion in the Middle School and other classes as required.
- Serves as an advisor to a group of 10-15 middle school students.
- Helps chaperone middle school dances, local field trips, and occasional out of town trips.
- Holds in confidence all referrals and maintains a record of referrals.
- Keeps the Sr. Chaplain and the Middle School Division Head informed of school and student related issues, as well as all religious events and programs.
- Coordinates school related religious activities, programs, and events, including school-wide gatherings.
- Consults with the Sr. Chaplain, division head, as well as designated directors in planning special events in which worship is an integral part.
- Works cooperatively with academic teachers, administration, and all other departments.
- Interact with parents and visitors in a professional manner.
- Represents and promotes the school at various school events. (Episcopal School Sunday, Admissions Preview, Festival Day, Graduation, etc.)
- Attends all mandatory meetings and events.
- Demonstrates a willingness to work as part of a team by being service-oriented, flexible, and reliable when helping co-workers accomplish their jobs/tasks at hand.

- Develops, researches, and attends professional development.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.
- Attends required school meetings and special events and follows school rules and policies.
- Enforces the Employee and School Handbook policies, procedures, and rules.
- Maintains current Safeguarding God's Children (SGC) and Cardiopulmonary Resuscitation (CPR) certification.
- Actively participates in the life of the school where appropriate and relevant to the priorities of the Middle School and Religion.
- Fulfills other duties and responsibilities assigned by the Head of School, the Sr. Chaplain and/or the Head of Middle School.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-negotiable foundations for employment at St. Francis Episcopal School.
- Be assessed through the Professional Growth and Evaluation Program.
- Employees may be required to work remotely or engage in telework activity as determined at the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time, as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree in education, religion, or related field required ;Master's degree preferred.
- Excellent verbal and written communication skills.
- A minimum of three years of teaching in an independent school environment is preferred.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with faculty, administrators, operations staff, colleagues, parents, and students.
- Ability to communicate clearly and effectively in written and oral expression.
- Ability to relate effectively with trustees, other administrators, teachers, operations staff, parents, students, and other school constituent groups and individuals.
- Competent in database management, word processing, webpage design and spreadsheets.
- Ability to use basic office equipment.

Physical Requirements and Work Environment

- Occasionally lift to 30 pounds.
- Work in standard office conditions and climate.
- Work in a highly stressful environment dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- May work at a desk and computer for extended periods of time.
- Regularly uses close and distance vision.
- Work in a traditional climate-controlled office environment.