



Position Title:	Upper School Religion Department Chair
Date Modified:	December 2018
FLSA Classification:	Exempt
Reports to:	Head of Upper School
Position Purpose:	Responsible for religious doctrine study and practice of the school.
Work Hours:	7:30 a.m. – 4:30 p.m.
Work Calendar:	Full Year
PTO Designation:	Department Chair (Blackout Dates May Apply)

Description:

The Upper School Religion Chair will report to the Head of Upper School and 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. To this end, the Upper Religion Department Chair will coordinate the writing of the religion curriculum. He/she 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.

Essential Functions

- Works directly with the Head of Upper School & Senior Chaplain to initiate, implement and oversee the day-to-day programs for students.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the upper school classroom.
- Provides for students a supportive, orderly and interactive classroom environment where creative learning takes place.
- Adheres to the Employee and School Handbooks and makes recommendations to the division head about potential revisions and updates to the School Handbook.
- Serves as an example to colleagues in manners of classroom management, teaching methods and school procedures.
- Well versed with and adheres to school policies in all areas of student interaction. Provides academic guidance to students; serves as student advocate, helping student families respond to specific academic, emotional and developmental challenges. Communicates with parents, administrators, student services, and with chaplains concerning the emotional and physical well-being of students within the classroom.
- Assists administration with division long-range planning, as well as the division's daily schedule and calendar.
- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence and complies with Physical Requirements and Work Environment.
- Is assessed through the Professional Growth and Evaluation Program.

- Coordinates chapel services, including music, speakers, and student participation.
- Develops and executes curriculum for religious instruction in the classroom.
- Provides pastoral guidance, counsel, consultation and care to students, faculty, and parents.
- Reviews and coordinates with the head of school, division heads and directors all school-related religious activities, programs, events, and special events in which worship is an integral part.
- Fulfills other duties and responsibilities as assigned.
- Attends Board of Trustees meetings as requested.
- 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.
- Exhibits the behaviors described in Essential Behavioral Competencies Required for All Positions.
- Attends required school meetings and special events, and follows school rules and policies.

Essential Tasks:

- Coordinates pastoral guidance, counsel, and care to students, faculty and parents.
- Works cooperatively with specialists, administration and faculty to promote a positive work environment based on a growth mindset.
- Works closely with the Academic Technology Chair on the integration of technology where appropriate and useful in the curriculum.
- Ensures Upper School facilities are ready for the start of school each day.
- Knowledgeable about Senior Systems and/or other student management software.
- Completes various tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Performs other tasks and duties as assigned by Head of School and/or supervising director or head including extracurricular.

Qualifications

- Bachelor's degree required, Master's degree preferred.
- 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 data base management, word processing, webpage design and spreadsheets.
- Ability to use basic office equipment.

Physical Requirements and Work Environment

- Occasionally lift up to 30 pounds.
- Generally, works in standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities and fundraising events.
- Ability to work in a highly stressful environment dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, reach, walk up stairs.