
Title: Lower School Chaplain
Classification: Salary; Exempt

Status: Full-time; 9.5 months
Reports to: Head of Lower School

JOB SUMMARY

The Lower School Chaplain will work directly with Lower School administration, faculty and students and other Chaplains in the School in all matters of Religious Life, with a primary focus on the Lower School Division. This clergy person will report to the Division Head for all matters related to the Division. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Lead daily chapel services for PreK through 2nd grade
 - Teach Religion courses for Lower School students on both Parish campuses
 - Strategic development of the Lower School Religious Education curriculum
 - Collaborate with the Chaplains on the Midway campus in all planning and implementation of the Daily Chapel services
 - Facilitate communication around special Chapel events and School traditions
 - Be able to articulate the Episcopal tradition of education and the importance of Daily Chapel/Weekly Eucharist to students, faculty and staff
 - Facilitate student leadership in Chapel
 - Direct and collaborate with Musician on appropriate sacred music related to the Chapel program
 - Attend all Lower School Division faculty meetings and Staff Development days
 - Lead the Lower School Spiritual Life Committee
 - Serve on the Care and Response Committee
 - Promote the school's statement of mission and philosophy.
 - Prepare students for next grade level.
 - Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
 - Promote the school's statement of mission and philosophy.
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QUALIFYING CHARACTERISTICS

- Master of Divinity degree and ordination in the Episcopal Church preferred
- Clarity on the mission of Episcopal schools and the role of Religious Life in a school is essential.
- A call to ministry with an ability to teach, preach, and speak for the spiritual lives of young children and families.
- Bright, hard-working and enthusiastic with a serious commitment to teaching young children.
- Creative in curriculum development, project-based learning and differentiated lesson planning for the PreK-4th grade Religion classes. Godly Play training required (or willingness to attend training).
- Industrious, collaborative, pastoral and possessing a depth of spirituality.
- Ability to interact with parents, faculty and other friends of the school in a pastoral manner.
- Ability to handle confidential material and situations with discretion and sensitivity.
- Flexibility in working with a variety of faculty across the divisions on faculty committees.
- Strong ability to work collegially with the Division's administration around student matters.
- Collaborative strength in supporting and serving with other school Chaplains.
- A person of unquestioned integrity who has an impeccable reputation, who honors commitments, and who deals with people in a straightforward and personal way.
- An accessible and approachable people person with a good sense of humor.

- Self-confident and secure in one's achievements.
- Able to set goals and accept professional feedback.
- Must demonstrate competency with basic word processing, spreadsheet, PowerPoint and internet functions.

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light
- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

Physical Requirements:

- Seeing
- Color Perception

- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting
- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist
- Pushing or Pulling
- Lifting 0 - 20 pounds
- Lifting 0 – 40 pounds

- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills
- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.