
Title: Chaplain, 3rd-8th; Religion 4th-8th
Classification: Salary; Exempt

Status: Full-time; 9.5 months
Reports to: Assistant Head of School & Head of Middle School

JOB SUMMARY

The Chaplain will work directly with Middle School administration, faculty and students and other Chaplains in the School in all matters of Religious Life, with a primary focus on the Middle 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 Middle School and 3rd and 4th Grade
 - Teach 4th Grade Religion courses
 - Teach 8th Grade World Religion courses
 - Collaborate with the chaplains in development and implementation of the Chapel program and Religious Education Curriculum
 - Celebrate Eucharist weekly
 - Communicate chapel vision and events with advisors
 - Collaboration with the Music Team in all sacred music in worship
 - Substitute Teach for Upper School Religious studies electives (when needed)
 - Collaborative and strategic development of the Religious Life of the School
 - 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/Religious Education
 - Attend all Middle School Administrative Team and Staff Development days and 3rd and 4th grade meetings as needed
 - Serve as a member of the Religion Department (cross divisional)
 - Serve on the Care and Response Committee, Spiritual Life Committee and divisional Student Support Teams
 - Develop and maintain pastoral relationships within the community (parents, faculty, students, staff)
 - Promote the school's statement of mission and philosophy.
 - All other duties as assigned
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QUALIFYING CHARACTERISTICS

- Ordained Episcopal priest confident in communicating the Episcopal identity of schools
- Bright, hard-working and enthusiastic with a serious commitment to teaching all ages.
- Creative in curriculum development, project-based learning and differentiated lesson planning
- Innovative in technology integration in the curriculum
- 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.
- Models collegiality in working with a variety of faculty across the divisions on faculty committees.
- 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.
- Ability to learn and use basic office equipment.
- At least 3 years' experience preferred

Interested candidates must enjoy being part of a community of all ages. Clarity on the mission of Episcopal schools and the role of Religious Life in a school is essential. Necessary qualifications include a call to ministry with an ability to teach, preach, and speak for the spiritual lives of young children, youth and families.

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.