



Seattle Preparatory School
Community Minister / Theology Teacher
Position Announcement for 2022-2023 school year

School Mission and Description:

Seattle Preparatory School is a Catholic, Jesuit college preparatory school with an enrollment of 785 students. Seattle Prep is guided by its mission statement: *We embrace the Ignatian ideals that God may be found in all things, that each person is sacred and that we are created to serve others in community. Our mission is to form discerning, transformational leaders who are intellectually competent, spiritually alive, open to growth, loving and committed to justice.* Located in the North Capitol Hill neighborhood of Seattle, Seattle Prep seeks qualified professionals to partner in our mission of forming “men and women for others.”

Job Description:

Seattle Prep is hiring a Community Minister for the 2022-2023 school year. This position helps promote Prep’s mission as a Catholic, Jesuit school by overseeing programs that provide spiritual formation and leadership opportunities for students, visioning and coordinating all grade-level retreats, aiding in all liturgical events such as Masses and prayer services, engaging in teaching and supervision duties, and providing pastoral care for the community.

This position also entails teaching Theology or serving another classroom need. The ideal candidate will have teaching and ministry experience as well as a passion for working with students in both areas. Experience teaching at the high school level preferred.

Qualifications:

- Practicing Catholic.
- Commitment to Catholic, Jesuit mission and tradition.
- Experience in ministry program implementation, execution, and evaluation.
- Expertise with a variety of teaching methodologies.
- Strong interpersonal, communication, and collaboration skills.
- Ability to take initiative, work independently, and manage multiple projects simultaneously.
- Detail oriented with strong organizational skills.
- Demonstrated commitment to professional growth.
- Master’s Degree in Divinity, Religious or Pastoral Studies, or similar area of study preferred. Bachelor’s Degree and willingness to pursue further study required.

Other Details:

- *Terms of Employment:* This position offers an annual full-time contract beginning in August 2022
- *Reporting:* This position reports to the Director of Campus Ministry, who reports to the Assistant Principal for Student Life
- *Job Classification:* This position is classified as Professional Teaching, Overtime Exempt under the FSLA and WMWA
- *Benefits:* Seattle Prep offers a highly competitive salary and benefit program, commensurate with background and experience
- *Additional Requirements:* Full COVID vaccination or proof of medical exemption, successful completion of criminal history background check, and Safe Environment training

Application Process:

If you are interested in applying for this position, please submit a cover letter, resume, and list of three references to Max Bayern, Assistant to the Principal (mbayern@seaprep.org). Please also visit our website, www.seaprep.org, for additional details about Seattle Prep. The application window will close when the position has been filled.

Seattle Preparatory School does not discriminate in its employment decisions or practices on the basis of gender, age, race, color, marital status, honorably discharged veteran or military status, national and ethnic origin, sexual orientation or any disability which can be reasonably accommodated in the administration of its educational policies and school administered programs. To request disability accommodation in the application process, contact employment@seaprep.org.