

**(The Rev'd) David O. Browder, Rector | Tom Bendel, Headmaster**

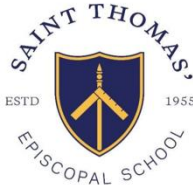
## **Bible Studies Teacher Reports to Headmaster**

Saint Thomas' Episcopal School employs individuals who are committed to upholding our mission of forming honorable men and women through a classical education grounded in a Christ-centered worldview. All faculty are expected to understand and promote the mission, standards, and policies of the School.

We are seeking a passionate and dependable Bible Studies Teacher to join our team. Responsibilities will include but are not limited to, educating students through rigorous academic Bible courses that work to captivate students and focus on introducing students to critical Christian beliefs. This position will require an individual who is able to handle a wide range of responsibilities including administrative tasks.

### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

- Motivate and lead students towards a greater understanding, and acceptance of God's Grace in Christ, and to grow in faith.
- Able to integrate Biblical principles and the Christian philosophy of education throughout the curriculum and activities.
- Able to demonstrate the spiritual maturity, academic ability, and personal leadership to inspire student learning.
- Collaborate with Saint Thomas' congregational organization to encourage support of or participation in religious education activities.
- Demonstrate the ability to plan or conduct conferences dealing with the interpretation of religious ideas or convictions.
- Follow the professional code and policies of the school and conduct oneself in a way that promotes the mission of the school.
- Utilize Google Suite, in particular Google Drive, Docs, and Sheets.
- Attend Chapel and all faculty and staff meetings and required special events (e.g., open houses, Spaghetti Supper, Fall Fair).
- Perform other duties as assigned.



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**Education / Certification:** Bachelor's degree required, with a preference for additional graduate course work in Biblical Studies, Christian Theology (Paul, Augustin, Luther, Crammer, Stott, Lewis), Ancient Eastern History,

**Experience Required:** Minimum of 2 years related work experience preferred

**Required Knowledge:** Proficiency in MS Office, Google Docs

**Classification:** Exempt

**Skills / Abilities:**

- Demonstrate an understanding and a commitment to the distinctive quality of a Christian education
- Lesson planning and the ability to provide engaging and differentiated instruction
- Strong customer service skills and willingness to assist others
- Able to communicate complex information clearly
- Ability to communicate with and motivate students
- Willingness to contribute to the general welfare of the school and its students beyond the classroom
- Outstanding oral and written communications skills
- Strong organizational skills & attentive to detail
- Able to coordinate well with other departments and personnel
- Maintaining confidentiality and privacy
- Ethical conduct

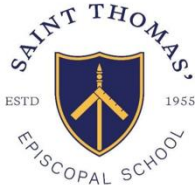
**Compensation and Benefits:**

Compensation is dependent upon experience and degree obtained.

Qualified applicants may submit a resume and completed application (available at [stes.org](http://stes.org)) to Jeri Wisdom, Human Resources Generalist at [wisdom.jeri@stes.org](mailto:wisdom.jeri@stes.org).

**STATEMENT OF NON-DISCRIMINATION**

Saint Thomas' Episcopal Church & School (collectively the "School") prohibits discrimination in employment because of race, color, national origin, citizenship, sex, disability, or veteran status.



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The Age Discrimination in Employment Act of 1967 prohibits discrimination on the basis of age with respect to individuals who are at least 40 years of age.