

Job Posting

Church School Director and Teacher

St. Michael's Episcopal Church in Litchfield, Connecticut, is seeking an energetic person to lead the Church School. Candidates should have teaching experience and be able to take initiative, relate well to children and parents, and be good at organizing people and resources. Knowledge of the Episcopal Church and its traditions is required.

The job requires presence on site on Sundays and occasionally on Saturdays and other times. Much of the preparation and contact work can be done remotely. The stipend is \$6,000 to \$8,000 per year, depending on experience, qualifications, and hours. There are no additional benefits.

Please contact the Rector, the Reverend Dr. E. Bevan Stanley, for a full position description and other information. He may be reached by telephone at 860-567-9465 or by e-mail at rector@stmichaels-litchfield.org.

POSITION DESCRIPTION: CHURCH SCHOOL Director/Teacher

Purpose:

- To oversee the Church School, facilitate the work of the volunteers, and coordinate its activities with those of the rest of the parish.
- To assist in the nurture, care, and spiritual feeding of children in a Church School setting, being a wholesome example of a disciple of Jesus.
- To share one's faith with others through the telling of God's story as related to us in Holy Scripture (Old & New Testaments), The Book of Common Prayer, and traditions of The Episcopal Church.

Individual & Team Responsibilities:

- Worship regularly with the congregation (attend church after church school has ended)
- Attend a diocesan "Safe Church Training"
- Establish and maintain positive relationships with members of the congregation, including attending coffee hour after worship
- Submit necessary paperwork to the Rector for a confidential background check screening
- Establish and maintain records of background checks and Safe Church Training for all teachers and other volunteers
- Establish and maintain records of student enrollment and participation
- Schedule and lead teachers' meetings with parents and Rector
- Establish a scope and sequence of lessons for the year within the chosen curriculum.
- Develop, with the help of the Rector and vestry liaison, a calendar of the school year with lesson topics determined as well as special events
- Find and implement a Vacation Bible School program that is open to the public
- Consult with teachers and the Rector regarding the selection of curriculum.
- Follow the curriculum chosen, allowing time for planning and preparation before every lesson each week (at least one hour) for both the church school students and Tween group, and youth group-- This would include preparation of lessons/activities that can be implemented by the church school volunteers.
- Work with the Youth Coordinator to organize off site trips and experiences.

- Additionally, coordinating activities for children in the “crèche” (infant and toddler room) that will be implemented by the adults in the Crèche.
- Express needs and concerns as a teacher and as a director to the Rector
- Prepare the Rota for teachers and assistants including crèche care
- Participate as a teacher in the rota.
- Develop and execute a program of service or outreach for the children

Sunday Morning Responsibilities:

- Arrive at church at least 15 minutes early (9:30), in order to help teachers prepare materials and arrange the room to create an effective learning environment
- Greet each child upon their arrival and involve him or her in conversation and meaningful activity
- Model the love of Christ by getting to know children and sharing their concerns, needs and joys

The Director reports to the Rector.