**Elementary School Coordinator of Catholic Identity/Middle School Theology Teacher**

***Saint Brigid of Kildare***

**Position Description**

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**NAME: DATE: 5/11/21**

**JOB TITLE*: Elementary School Coordinator of Catholic Identity/Middle School Theology Teacher***

**SUPERVISOR: Principal**

**STATUS: Full-Time, Exempt**

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**I. GENERAL DESCRIPTION**

The principal with the Elementary School Coordinator of Catholic Identity and pastor is responsible to create and maintain an effective Catholic culture in the school that promotes knowledge of the faith, knowledge of the meaning of the liturgy and the sacraments, and moral formation in Jesus Christ; teaches the Christian how to pray with Christ; prepares the Christian to live in community and to participate actively in the life and mission of the church; and promotes a missionary spirit that prepares the faithful to be present as Christians in society.

The Elementary School Coordinator of Catholic Identity collaborates with the principal and faculty to implement the Mission and Catholic Identity Standards and Benchmarks in our accreditation application form Michigan Association of Non-Public Schools.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

* ***Delivers Classroom Instruction to the middle school in theology (3 sections)***
* ***Provides resources for faculty for personal faith formation, catechetical certification and updating, and effective classroom instruction***
* ***Observes and evaluates teachers/religion instruction***
* ***Facilitates with the principal communication between the school and parish regarding the religion program of the school***
* ***Provides ongoing faith formation of parents***
* ***Encourages parents to take an active interest in the school, parish and their children’s religious formation***
* ***Plans the faculty retreat and experiences of prayer***
* ***Oversees the preparation of liturgies, prayer services/celebrations, and reconciliation opportunities in collaboration with the Pastor***
* ***Plans with the principal and faculty seasonal liturgical activities for the school community***
* ***Collaborates with the parish about parish-school guidelines for the sacramental program***
* ***Collaborates with the faculty to implement activities designed to promote social justice responsibilities through service (projects) locally and globally***
* ***Provides resources for integrating the Seven Themes of Catholic Social Teachings in the school curriculum across all grade levels***
* ***Provides educational resources and opportunities promoting church vocations in all grades***

**III. ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

* ***The Elementary School Coordinator of Catholic Identity/Middle School Theology Teacher reports to the Principal but should be prepared to collaborate with other members of parish and school staff.***
* ***The Coordinator of Faith Formation’s primary partner is the classroom teachers – The coordinator should be ready to educate, form and enable teachers to integrate the Catholic Faith into every subject.***

**IV**. **WORKING CONDITIONS**

* ***Work is performed primarily in an office setting.***
* ***Employee is required to do extensive close computer work. While performing the duties of this job, the employee is required to stand, walk, talk, reach, sit, hear, and use repetitive motion of the hands/wrists and feet.***
* ***The employee may be need to lift up to 25 lbs.***
* ***The Coordinator of Faith Formation will be required to frequently work evenings and some weekends***

**V. QUALIFICTIONS & SKILLS**

* ***Practicing Roman Catholic, active in a parish faith community***
* ***Basic Catechist Formation from the Diocese of Saginaw***
* ***A valid driver’s license and clear background and fingerprint check***
* ***Completion of Virtus and adherence to the ministry of youth policies***
* ***Strong verbal and written communication***
* ***Highly organized, able to prioritize, mutually accountable and self-motivated***
* ***Proficient in Microsoft and Google suite of office products***
* ***Adhere to all Diocese and parish protection of youth standards***

**JOB DESCRIPTION REVIEW AND ACCEPTANCE:**

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee

**SIGNATURES**

* ***Supervisor’s to indicate assignment of duties, line of supervision***
* ***Employee’s, after hire, to indicate acceptance of duties and supervision***

**Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Saint Brigid of Kildare of Midland seeks a full time Elementary School Coordinator of Catholic Identity/Middle School Theology Teacher to work closely with the Principal, Pastor and Director of Evangelization to further highlight the Catholic Identity of our school and develop strategies for the faculty to engage the faith in all disciplines. This team member will be responsible for the delivery of classroom formation to the Middle school, planning of prayer and liturgies for the school and faculty and implementation of accreditation benchmarks associated with our Catholic Identity. Interested applicants should send a resume, cover letter and 3 references to Laura Wilkowski, 130 W. Larkin St., Midland, MI 48640 or** [**lwilkowski@stbrigid-midland.org**](mailto:lwilkowski@stbrigid-midland.org)