

Duchesne Academy Job Description

Job Title: Theology/Campus Ministry

Date Created: 01/09/2017

Department: Upper School

Date Last Revised: 01/09/2017

Reports to: Head of Upper School

FLSA: Exempt, Part Time

Summary:

The Upper School Theology teacher and Campus Minister creates an environment that fosters “a personal and active faith in God,” and “the building of community as a Christian value.” The Campus Minister is a committed Catholic who works to enhance the student’s academic experiences with equally compelling and meaningful spiritual and interpersonal experience in support of the Goals and Criteria of the Network of the Sacred Heart.

The Campus Minister reports to the Head of Upper School

Primary Responsibilities:

- Plan, schedule, and direct four annual retreats: the fall freshman one-day retreat; the fall sophomore one-day retreat; the winter junior two-day overnight retreat; and the spring senior three-day overnight retreat. Assists with other retreats related to the Upper School in coordination with Formation to Mission as needed.
- Serve as the Liturgist/Sacristan for Upper School Liturgies and co-Liturgist/Sacristan with Middle and Lower School Campus Ministers for All School Liturgies. Coordinates scheduling of priests for all liturgies.
- Moderate and mentor the student Campus Ministry group, working with them to plan morning prayer in assembly, and various prayer services (Advent, Peace and Justice, Holy Thursday First Fridays, etc.).
- Counsels students individually and in groups on spiritual, moral, and personal growth issues.
- Train senior girls to be commissioned as Extraordinary Ministers of Holy Communion.
- Work with the Dean of Students and Social Awareness Coordinator and the Religion Department to support their projects.

- Teach two courses: either Theology III - Sacraments (11th Grade course) or Theology II (10th grade Theology).

General Competencies:

- Excellent communication skills with attention to detail
- Punctuality and dependability
- Ability to maintain accurate records
- Adherence to all personnel policies, procedures and rules contained in the Duchesne Employee Handbook
- Treat parents as partners in their child's education
- Maintain productive relationships with other Duchesne faculty and staff, working closely with other Department Heads where applicable
- Maintain professional relationships with the Board of Trustees
- Possess strong people skills in order to be empathetic to children's and parent's needs

Functional Competencies:

- **Leadership/Integrity** – Effectively communicates the School's shared purpose; builds trust among colleagues; is accountable; lives up to commitments.
- **Team Player/Commitment to Cause** – Understands the big picture and manages position's areas of responsibility in a manner consistent with Duchesne's agenda.
- **Interpersonal Skills** – Relates to employees, faculty and other staff members in a cooperative manner that helps others to achieve their best.
- **Productivity/Organizing/Planning** – Meets deadlines, demonstrates effective use of time, and handles multiple assignments simultaneously.
- **Willingness to Acknowledge Areas for Growth** – Understands need for growth and is receptive to constructive feedback.

Minimum Education/Prior Experience/Qualifications Required

- Successful completion of criminal offender record information and sexual offender registry information checks.
- Degree in Theology from a Catholic University
- Practicing Catholic in good standing with the Church
- Teaching Certificate
- Minimum 2 years' experience teaching upper school students

For the 2017-2018 School Year

Apply Online at <http://www.duchesne.org/about/job-opportunities>



Nothing in this Job Description restricts Duchesne's right to assign or reassign duties and responsibilities to this position at any time. This position is at will, which means that either the employee or Duchesne may terminate the employment relationship at any time, with or without notice and for any reason or no reason.



Duchesne Academy of the Sacred Heart is committed to providing equal opportunity in all of its employment practices, including selection, hiring, promotion, transfer, and compensation, to all qualified applicants and employees without regard to race, color, religion, sex (gender), age, national origin, physical or mental disability, genetic information, veteran status, or any other status protected by applicable law.