**JOB DESCRIPTION**

**STELLA MARIS ACADEMY**

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| Job Title: | Faith Formation Director/Instructor |
| Department: | Stella Maris Academy |
| Reports To: | President & Principals |
| FLSA Status: | Exempt |
| Prepared By: | Mary Rasch |
| Prepared Date: | 4/13/2017 |
| Revised Date: | 7/14/17 |
| Work Schedule: | Full-Time |

**SUMMARY**

The Faith Formation Director must visibly model the values and principals of the faith through facilitating a learning environment that is positive, affirming, peaceful, growth-oriented, and faith-filled while providing respect for the dignity of all persons within the faith community. Must implement the school’s curriculum with methodology that promotes achievement, positive interaction, and the development of the Gospel and Church values inherent to Catholic education. Must adhere to school policies in a manner that is reflective of the values, practices, teachings and standards of fairness implicit to Catholic institutions.

**CONTEXT**

A Catholic school exists to help fulfill the evangelical/educational mission of Christ’s Church as defined by the mission of the Diocese of Duluth. This position helps the school to meet this primary purpose of Catholic education. This position is an extension of the Bishop’s ministry. The incumbent must have a willingness and the ability to support the Mission of the Universal and Local Roman Catholic Church.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The faith formation director will lead the Office of Faith Formation connected strongly to the Stella Maris Academy faculty, area parishes, DRE community, and other resources. Some of the duties and responsibilities of this position include:

1. Focus on the sharing of gifts, talents and charisms of each person forming the family, teacher, student and community
2. Create invitations for all to grow their relationship with Jesus.  Invite others who may serve to guide students during the faith formation programming
3. Support the integration of intellectual, spiritual, human, and stewardship formation into all aspects of learning
4. Explore faith formation models that provide a transformative experience for teachers, parents, and students
5. Assess progress and evaluate programming and experiences
6. Explore a plan for priestly presence at each campus for Mass, instruction, adoration, presentations, informal interactions, etc.
7. Support teachers by assessing all program content for opportunities to integrate the Catholic intellectual tradition
8. Lead and develop liturgical and prayer experiences to include lectio, mass, adoration, confession, celebration of important feast days of the Church, retreats, ministries, and community service
9. Develop an interactive and engaging approach to middle school students to develop their capacity for logical reasoning, asking “why” in search of truth
10. Conduct classes periodically assigned in accordance with school curriculum, mission and philosophy
11. Maintain a collegial atmosphere and fosters a positive and inviting climate for learning in and out of the school, treating all students with dignity and respect
12. Teach Catholic values through word and example while encouraging the faith development of each child, incorporating the Gospel message and values
13. Communicate regularly with parents and administration working effectively with all members of the school community
14. Keep current and accurate records
15. Responsible for policies and duties as outlined in the handbook
16. Attend and/or complete workshops, in-services, trainings and regular meetings and participates in planning with colleagues
17. Conduct oneself in a professional manner, striving to sustain the highest degree of ethical conduct
18. Demonstrate professionalism in conduct, demeanor, and work habits
19. Fulfill other responsibilities as identified as needed by the employee or assigned/approved by supervisor

**GENERAL RESPONSIBILITIES**

Maintains a current level of knowledge and skills required to effectively serve in this position. Must be able to follow the guidance and direction of the president and principal to carry out the vision and mission of the school. Must model the high moral and ethical standards essential to the school and the Catholic faith.

**SUPERVISORY RESPONSIBILITIES**

Not responsible for any immediate supervision of employees.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION and/or EXPERIENCE**

1. Must be a practicing Roman Catholic, committed to teachings and mission of the Church and to sharing these effectively with others
2. Bachelor of Arts Degree or Master’s Degree in Catholic religious education, theology or pastoral studies
3. Familiarity with Scripture and basic Church documents regarding catechesis and evangelization, and with evangelizing strategies, programs and technologies
4. Experience as a catechetical leader and managing a staff (at least 2 years preferred), experienced in building faith formation programs for youth and adults.
5. Gifted in teaching the faith and helping others to grow a desire to become holy & experience with adult faith development.
6. Lives their Catholic faith out in an inspiring way, exhibits a love of learning that influences a desire to be involved in broad subject areas, experienced event planner (youth and adult), and understands marketing and various administrative tasks.

**LANGUAGE SKILLS**

Must possess superior interpersonal, communication and presentation skills, verbal and written.

**OTHER EXPERIENCE/SKILLS**

1. Collaborative/friendly work style with ability to project professionalism and sincerity
2. Possess good organizational skills and is capable of multi-tasking
3. Maintains confidentiality
4. Proficient with computer technology
5. Successfully pass a criminal background check

**CERTIFICATES, LICENSES**

Valid Minnesota Teaching Licensure

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 20 pounds. Specific vision abilities required by the job include close vision, peripheral vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional classroom and school. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment.

**ACKNOWLEGEMENT**

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_