

# High School Religion Department Chairperson Job Description Guidelines

## General Description

The chairperson coordinates and oversees the instructional program and provides for an ongoing evaluation of the course of studies. The chairperson must have or must be working toward certification from the Department of Catholic Schools and a master's degree or licentiate in theology, philosophy or a related theological field (e.g., sacramental theology, scripture, systematic theology, moral theology) from a Catholic college or university.

## Essential Job Functions

- Organizes and maintains a written, sequentially developed four-year program of studies in accordance with archdiocesan religion curriculum requirements and the United States Conference of Catholic Bishops (USCCB)
- Establishes goals for the department
- Communicates to the entire faculty an overview of the content of the courses in the religion program
- Implements the entire program of the department
- Conducts supervisory observation of the various members of the department
- Strives to improve the quality of instruction taught in the department
- Knows what instructional materials are available for the subject; to pass this information to the teachers; and if necessary to allocate these materials
- Guides and instructs teachers, especially those new in the department, in responding to controversial issues in persuasive, creative, clear and pastoral ways with compassion, always remaining faithful to authoritative Church teachings and traditions
- Assists the principal to insure that assemblies and guest speakers do not promote ideas or concepts contrary to the teachings of the Catholic Church (e.g., "safe sex" assemblies or presentations in health classes, discussion or distribution of contraceptive devices)
- Encourages faculty attendance at in-service and enrichment opportunities offered by the Department of Catholic Schools
- Provides leadership and assistance to religion teachers engaged in the religion certification process
- Coordinates the textbook evaluation
- Develops a budget for the department needs
- Provides resources for the department through his/her continually reviewing the literature, attending professional meetings and consulting with colleagues
- Advises the librarian in the selection of books and materials for the library

