

Elementary School Religion Coordinator Job Description Guidelines

General Description

The principal with the religion coordinator 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 religion coordinator collaborates with the principal and faculty to implement the Mission and Catholic Identity Standards and Benchmarks of the Center for School Effectiveness, School of Education, Loyola University of Chicago in partnership with Roche Center for Catholic Education, School of Education, Boston College (2012) and the eight Catholic Identity Standards found in the Western Catholic Educational Association *Improving Student Learning 2012* protocol.

Essential Job Functions

- Assists the principal with the Catechist Formation (for certification and on-going updating)
- Assists the principal with the WCEA annual Catholic Identity Ongoing Review
- Prepares the 5th and 8th grade teachers for the administration of the ACRE test
- 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
- 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
- Provides educational resources and opportunities promoting church vocations

