

## **Job Description: Director of Religious Education**

### **Administrative**

- Makes a list of the families that have completed registration forms
- Seeks out families who have yet to complete registration forms
- Makes a list of volunteers who have completed background check
- Creates RE feedback form and box. Feedback should be reported to and managed with the RE Committee.
- Ensures that staffing is in place for each Sunday.
- Provides leadership and training (if needed) to teaching staff

### **Personnel**

- Oversees the Nursery (pre-school) program. (We understand the nursery pretty much runs itself, but they need a “go-to” person if they have questions and this should be the RE Director)
- Communicates with the Minister regarding the RE Program
- Evaluates teachers, along with the RE Committee, and annually recommends retention or replacement

### **Marketing & Outreach** (this could be a separate task paid to an individual as a stipend)

- Spreads the word about our RE plans (OWL, etc.) via Facebook, connections to other organizations, etc. Create Facebook/Instagram/Twitter posts at least three times per week
- Creates programming brochure for welcome table

### **Communication with Parents and Congregation**

- Writes brief RE news for the Flash and Beacon
- Prepares Annual Report to the Board
- Serves as the “Go to” person for problem-solving and conflict resolution between parents, teachers and church attendees should the need arise

### **Curricula**

- Researches and oversees curricula that meet the goals of UUCGT and RE committee (OWL, Teaching Tolerance, Nonviolent Communication, UUA, Neighboring Faiths, Coming of Age).
- Oversees and reports on programming in all classrooms (monthly feedback to be given to the RE Committee)

### **Teaching**

- May elect to teach classes.
- Will be compensated for up to 6 additional hours per week when electing to teach. These hours are in addition to the 10 hours per week as Director of Religious Education.

10 hours per week. 52 weeks per year.

April 1, 2019, updated September 10, 2019