

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 475
SECTION:	RELATIONS		
PROCEDURE:	ROLE OF RELIGIOUS EDUCATION CONSULTANT		

BACKGROUND

Recognizing that Catholic faith is the foundation of our Catholic schools, the Division employs a Religious Education Consultant to support and promote the vision of Catholic Education and the goals and objectives of religious education instruction.

The Religious Education Consultant assists the Division in the formation of the Division's Catholic identity and mission through the development of a sound program of Catholic faith formation for all personnel and students in Christ the Teacher Catholic School Division.

JOB DESCRIPTION

1. Immediate Supervisor: Assistant Director
2. Minimum Qualifications
 - 2.1 A commitment to the mission of Catholic Education.
 - 2.2 A willingness to accept responsibility and exercise leadership within the Catholic community.
 - 2.3 A commitment to the Church's mission, demonstrated by regular worship and integration of faith in daily living – substantiated by pastoral reference.
 - 2.4 An advocate for Catholic Education and the Division.
 - 2.5 A commitment to the integration and transmission of Gospel values through the curriculum.
 - 2.6 A demonstrated commitment to continued spiritual growth.
 - 2.7 At least three (3) years of successful teaching experience in a Catholic School.
3. Knowledge, Skills and Abilities
 - 3.1 A strong understanding of Catholic Church teaching, education in general and Catholic Education.
 - 3.2 A continuing desire and effort to develop and foster Catholic faith formation programs for students and staff/
 - 3.3 Strong verbal, written and interpersonal communications skills.

- 3.4 The ability to develop, implement and evaluate various programs that foster the Division's Catholic identity
- 3.5 An ability to manage multiple priorities, work independently, as well as with others, to complete projects and meet deadlines.

4. Performance Responsibilities

- 4.1 Support the development and implementation of a system vision of Catholic Education.
- 4.2 Support the Director and Assistant Director with the planning and implementation of Catholic Education initiatives.
- 4.3 Assist in fostering the practice of prayer and faith sharing within the Division.
- 4.4 Promote the integration of the Catholic faith in all areas of the school program (academics, athletics, fine and performing arts, Christian conduct of students and staff).
- 4.5 Shepherd the Division's religion liaison team.
- 4.6 Maintain liaison with all levels of Catholic Education organizations.
- 4.7 Evaluate and select resources to support and enhance the religion program and the integration of the gospel values into all curriculum.
- 4.8 Serve as a resource to schools and teachers in the planning of religious celebrations.
- 4.9 Provide leadership in organizing system level religious celebrations.
- 4.10 Coordinate under the guidance of the parish priest, school level preparation of children for the sacraments of Eucharist, reconciliation and confirmation.
- 4.11 Support the efforts of the local parishes, schools and parents, in the development of consistent, effective approaches in faith formation throughout the entire system.
- 4.12 Promote staff development in Religious Education instruction through the organization of workshops, in-services, courses, staff meetings and individual contacts.
- 4.13 Coordinate faith mentoring programs for staff new to the Division.
- 4.14 Provide assistance to teachers in all aspects of religious education instruction.
- 4.15 Promote the creation and maintenance of a Catholic environment throughout all Division facilities through the use of signs and symbols of Catholic faith.
- 4.16 Prepare and administer the Division Office religious education budget.
- 4.17 Keep current on matters in Catholic Education and disseminate relevant information to all members of the staff.
- 4.18 Oversee vocations awareness within the Division.
- 4.19 Perform other related duties as required.

5. Terms of Employment

Academic Year

6. Confidentiality

- 6.1 At no time should the Religious Education Consultant discuss in public information pertaining to employees, students or the operation of the school division. The Religious Education Consultant is expected to respect the confidential nature of their position by avoiding discussion about any topics that are not formally communicated to the public by the administration of the school or the school division. Breaching confidentiality is a serious violation of acceptable conduct and The Local Authority Freedom of Information and Protection of Privacy Act.

Reference: Sections 85, 87, 108, 109 Education Act

Date Issued: November 21, 2017

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