

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

	400 – PERSONNEL & EMPLOYEE	CODE:	AP 445
SECTION:	RELATIONS		
PROCEDURE:	ROLE OF SCHOOL RELIGION LIAISON		

BACKGROUND

Recognizing that Catholic faith is the foundation of our Catholic schools, the Division employs School Religion Liaisons to support and promote the vision of Catholic education and the goals and objectives of Catholic education.

The School Religion Liaison 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 their respective school by supporting staff in their role as faith formation leaders.

JOB DESCRIPTION

1. Immediate Supervisor: Principal
2. Minimum Qualifications
 - 2.1 Bachelor of Education Degree.
 - 2.2 A commitment to the mission of Catholic Education.
 - 2.3 A willingness to accept responsibility and exercise leadership within the Catholic school community.
 - 2.4 A commitment to the Church's mission, demonstrated by regular worship and integration of faith in daily living.
 - 2.5 An advocate for Catholic Education and the Division.
 - 2.6 A commitment to the integration and transmission of Gospel values through the curriculum.
 - 2.7 A demonstrated commitment to continued spiritual growth.
3. Knowledge, Skills and Abilities
 - 3.1 A continuing desire and effort to develop an understanding of Catholic Church teaching 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.

4. Reports to: Religious Education Consultant

5. Performance Responsibilities

5.1 Support the creation of a Catholic spiritual environment within the school :

- 5.1.1 Encourage and support displays of Catholic faith signs and symbols that follow liturgical seasons and feast days.
- 5.1.2 Encourage and support classroom “prayer corners”.
- 5.1.3 Support staff members in the planning and assessment of all school liturgies, prayer services, masses, etc.
- 5.1.4 Encourage and support “spiritual” reflection on school policies, procedures, and discipline to ensure that they reflect our catholicity.
- 5.1.5 Encourage and support spiritual growth programs - Lent, Advent, Sunday readings, etc.
- 5.1.6 Encourage and support prayer services at school events and activities.

5.2 Support Catholic religious education practices:

- 5.2.1 Ensure religious education resources are in place.
- 5.2.2 Familiarize new staff members with religious education resources and practices.
- 5.2.3 Coordinate in-school resources – including suggesting purchases, maintaining supplies such as booklets, candles, icons, and altar supplies – cloths.
- 5.2.4 Support school assemblies – i.e. – virtue assemblies.
- 5.2.5 Promote vocational awareness activities.
- 5.2.6 Promotes the integration of the Catholic Faith in all areas of the school program.
- 5.2.7 Encourage and support age-appropriate service projects.
- 5.2.8 Liaison with parish priests and parish organizations.

5.3 Assist and liaison with the Religious Education Coordinator:

- 5.3.1 Facilitate and promote, within the local school, activities which reflect the “spiritual focus” for the school year.
- 5.3.2 Represent the school at Spiritual Development Committee Meetings.
- 5.3.3 Assist with planning World Catholic Education Day.
- 5.3.4 Review, revise, and maintain Religious Education Resource Binders.
- 5.3.5 Assist in maintaining current resources in the Division Office Religious Education library.

5.4 Perform other related duties as required.

6. Terms of Employment

- 6.1 This appointment is recommended annually by the Principal and Religion Coordinator and approved by the Director.
- 6.2 Preparation time is provided to support the Religion Liaison in their responsibilities.

7. Confidentiality

- 7.1 At no time should a Religion Liaison discuss in public information pertaining to employees, students or the operation of the school division. The Religion Liaison 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, 116, 174, 175 Education Act
Local Collective Bargaining Agreement

Date Issued: November 27, 2007

Date Revised: January 3, 2014