

Education Coordinator

This position reports jointly to the Pastor and the Staff-Parish Relations Committee (SPRC). The role is to coordinate, communicate to families, and lead the educational program for our children and youth (pre-school – 12th grade); currently approximately 15 students. It is anticipated that the time commitment will be 10-12 hours per week. The salary is \$12,000 per year. Ideal candidate will have a college degree or pursuing Christian Ministry.

Requirements:

- Serve as Educator Coordinator directing the overall teaching-learning experience, including scheduling and technology insertion. Coordinator is expected to teach Sunday School for any grades that require services in the absence of an assigned teacher.
- Evaluate, recommend, and manage needs related to budget, curriculum, annual goals, supplies, and scheduling.
- Track and report attendance and status on meeting educational goals.
- Understand, execute and validate that safe sanctuary requirements as defined by the Safe Sanctuary Policy are fully met.

Opportunities:

- Participate in weekly worship service with children and youth, when appropriate (such as children's Sunday) or as requested by the Pastor.
- Grow a quality educational program (which can include gatherings on days and times other than the Sunday worship service) that is attractive to outsiders and their families.
- Build a technology-based program to increase engagement and outcomes as budget allows.

Desired Outcomes:

- Building a Christian awareness within our children and youth, and to grow the church community by retaining current youth and attracting new members by illustration of superior educational focus and results.
- Regular, clear communication with the Pastor/fellow instructors/Parents concerning goals, schedules and outcomes and progress toward creating a learning center of excellence for our children and youth.
- Assessment through quarterly meetings with Pastor. Meetings will provide feedback, goal monitoring, challenges and improvement opportunities.

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