

Upper School Religion Teacher & Campus Minister (Full-Time)

The Academy of the Sacred Heart is an independent, Catholic, college-prep institution for girls offering 17 years of instruction for one-year-olds through twelfth grade. Academy of the Sacred Heart is one of 24 Network of Sacred Heart Schools in the United States-Canada sponsored by the Religious of the Sacred Heart (RSCJ).

Job Description

The Academy of the Sacred Heart is seeking a **full-time Religion Teacher & Campus Minister for the Upper School (grades 9-12)**. The Religion Teacher & Campus Minister as an Upper School faculty member is directly accountable to the Upper School Division Head. S(he) works with the Division Head, Dean of Students, students and parents to ensure that the spirit and life of the school reflect the *Goals and Criteria* of Sacred Heart education.

Campus Ministry Mission Statement

The mission of Campus Ministry centers on making the students' spiritual lives a concrete experience of their daily life so that they may develop a personal, active faith in God. As such, the Campus Minister is to guide a program that offers space for spiritual growth that the students will find meaningful. In order to more effectively accompany the students along their spiritual journey, the Campus Ministry program will incorporate ideas and activities that are student led. The Campus Minister obligates him/herself to listen and act upon the ideas of students at Sacred Heart.

Collaboration

The Campus Minister must collaborate with the following offices/positions:

- Dean of Students for budget and calendar organization
- Theology Department Chair for ideas and program guidance
- Upper School Music Teacher for liturgical coordination
- Student Counseling for guidance on emotional and psychological health for the students
- Alumnae Office for the Alumnae Induction Mass
- Middle School faculty and administrators to plan eighth grade retreat
- Work with Lower and Middle School to coordinate and plan whole school liturgies

Individual Duties

- Coordinate with the offices of the Archdiocese of New Orleans (especially Youth/Young Adult Ministry) and encourage student participation in Archdiocesan events
- Assist the Upper School Division Head in leadership of spiritual life of the Upper School
- Schedule priests for Upper School Mass and Reconciliation Services and process their stipends
- Plan Junior/Senior Ring Mass and communicate with parents

- Plan Baccalaureate Mass and communicate with parents
- Coordinate bus transportation and housing/food for class retreats and coordinate with the nurse for medical/first aid plans
- Assist in planning the Freshmen Induction Ceremony and Graduation Consecration
- Plan and lead the March for Life trip to Washington D.C. at least once every four years
- Plan and lead the senior class retreat
- Plan and facilitate other prayer services that may occur because of an unexpected loss or crisis in the Upper School
- Plan Upper School Family Mass
- EM Training – Schedule and organize with Archdiocese

Senior Internship Duties

The campus minister must oversee the Senior Internship Campus Ministry Program by carrying out the following duties:

- Oversee and guide the student retreat teams as they lead the eighth through eleventh grade class retreats.
- Oversee and guide the student-led chapels on Fridays.
- Oversee and guide student-led prayer at assembly on Mondays and Thursdays and Espacio.
- Oversee and guide the student Liturgical Committee as they plan the Upper School Masses and Reconciliation Services.
- Oversee and guide the student homilies and retreat talks.
- Oversee and guide Advent and Lenten activities.
- Oversee and guide the voluntary spirituality retreat (e.g. Kairos).
- Oversee and guide any other student-led religious activities as they arise throughout the course of the school year.
- Oversee the acknowledgement of reception of the Sacrament of Confirmation (e.g. congratulations or note party).
- Assist in the set up/breakdown of Mass and chapels.
- Collaborate with Network for Campus Ministry initiatives.

Additionally, the Religion Teacher & Campus Minister:

- Understands, embraces and implements the school's mission and philosophy as written in the *Goals and Criteria*; participates in the Christ-centered life of the school; and models the school's philosophy in working with students, parents, colleagues and administration.
- Works with the Division Head to execute responsibilities relating to the academic program: curriculum development and implementation, classroom management, student evaluation, grade reporting and parent communication, and to execute responsibilities as outlined by the Division Head and Department Chairs, which contribute to smooth department functioning.

- Works with the Division Head and Dean of Students to execute responsibilities relating to student life programs, extra-academic activities, student discipline and facility use.
- Works with the Upper School Guidance Counselor and Learning Specialist to aid students in achieving their maximum development and growth, both within and beyond the classroom, achieved through observation of students' behavior and needs, consultation with the Counselor, Learning Specialist, Division Head and other professionals, when indicated.
- Works with the College Counselor by providing input on students' character and academic performance, by writing college recommendations and by assisting with standardized testing, as requested.
- Attends and participates in the following: chapels, liturgical functions, retreats, faculty/department/in-service meetings, assemblies, parent assemblies, conferences and other school functions, as requested.
- Maintains professional currency by ensuring professional certification and actively participating in the professional development program (which includes opportunities for attendance at conferences, workshops and educational meetings, and for advanced degree coursework), and by regular reading of educational journals and discipline-related materials.
- Anticipates potential absences, due to illness, family, professional development, etc., and prepares work accordingly, notifying the Division Head in a timely fashion, in order that substitutes are called as needed.
- Agrees to fulfill the terms of the contract of employment.

Preferred Qualifications

- A master's degree in theology, religious studies, or a related field
- Secondary certification in the subject area
- At least two years of successful experience teaching at the high school level

Application Process

Applicants should complete the Online Employee Inquiry Form at ashrosary.org/careers. Applicants will be prompted to upload the following:

1. Cover letter indicating why they are particularly interested in and qualified for the position.
2. Current résumé.
3. Names, addresses, and telephone numbers of three references from current and/or former director supervisors. (We will obtain permission from candidates before contacting references.)
4. During the application process, you may be asked to complete the ASH Employment Application PDF, which is available for download at ashrosary.org/careers.

The Academy of the Sacred Heart is an equal opportunity employer. The goal of the Academy of the Sacred Heart is to hire and motivate an outstanding and diverse faculty and staff who work together harmoniously toward the common mission.