

Upper School Campus Minister & Religion Teacher

The Academy of the Sacred Heart in New Orleans, founded in 1867, 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 Campus Minister/Religion Teacher for the Upper School (grades 9-12)**. The Upper School Campus Minister/Religion Teacher 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. S(he):

- 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.
- Plans and coordinates all aspects of weekly chapels and grade level overnight retreats. Including student participation and leadership, logistics, and content ensuring that the content aligns with the teachings of the Roman Catholic Church as well as the *Goals and Criteria*.
- Actively participates in the Liturgical Committee to plan and execute all-school liturgies. Responsible for Upper School liturgies such as Ring Mass and Baccalaureate Mass
- Recruits and trains students to serve as Extraordinary Ministers of Holy Communion and Retreat Team.
- 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 Religion or a related field
- Current certification in the subject area
- At least two years of successful experience teaching religion at the high school level and leading Catholic student ministry activities.
- Ability to design effective differentiated learning activities
- Experience leading overnight retreats

Application Process

Applicants should submit cover letter, current resume and references online.

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. (We will obtain permission from candidates before contacting references.)

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.