

Education Director Job Description

The OBJECTIVE of the Education Director is to review and to enhance the current education program in order to meet the spiritual needs of _____ Lutheran Church.

The (year) GOALS are: the enhancement of the teen educational program and the gradual evolution of the educational process from a child focused one to a family oriented one.

The GENERAL RESPONSIBILITY of the Education Director, with the support of and in close cooperation with the Christian Education Committee and its director, is to plan, coordinate, and supervise the educational ministry of _____ Lutheran Church.

SPECIFIC RESPONSIBILITIES ARE:

High Priority:

- a) Planning and supervising all children's educational programs, including teens;
- b) Planning, coordinating, and supervising the following the following events and programs:
 - 1) Education Emphasis Sunday (Rally Day) and Teacher Recognition (June);
 - 2) Children's musical program in cooperation with the Director of Music;
 - 3) Vacation Bible School;
- c) Coordinate with Pastor on planning adult education including "Walk Thru the Bible," School of Religion, and intergenerational programming.
- d) Reporting monthly to the Christian Education Committee, of which she is a member;
- e) Through coordination with Christian Education Committee, develop an annual budget, acquiring approval from the same committee board for major expenditures, and support and approval of new programs;
- f) Recruiting, training, and equipping teachers and leaders;
- g) Ordering and organizing all curriculum and supplies;
- h) Maintaining adequate records of Christian Education expenses and Sunday School enrollment and attendance;
- i) Maintaining an up-to-date and complete education roster of all children;
- j) Attend voters' meetings and staff meetings and coordinate events with other staff members.

Secondary Priority:

- a) Teaching as required;
- b) Notifying the Christian Education Committee of member children not enrolled in education programs;
- c) Identifying member children not enrolled / not attending and non-member children attending the children's educational programs of _____ Lutheran Church, and reporting them to the pastor, Elders, and Evangelism Committee for their follow-up;
- d) Working with the church librarian to develop and maintain educational and teacher resources; in conjunction with the Preschool Director maintain audio-visual materials and equipment, and teacher resources.

QUALIFICATIONS:

1. Commitment to Christ;
2. Familiar with the traditions and teachings of the Lutheran Church;
3. Willingness and ability to serve in response to the needs of this church;
4. Life consistent with the Gospel and personal qualifications including leadership abilities and competence in interpersonal relationships;
5. A college degree in a field appropriate to the position of Education Director;
6. Knowledge and experience in the ministry of Christian Education;
7. Ability to function as a participant in team ministry with responsibility to the pastor and the Christian Education Committee;
8. Participation in self-improvement and continuing education as it relates to education;
9. Vision of education as a means of outreach; and
10. Computer and clerical competency.

REPORTING RELATIONSHIP

The Education Director in her specific responsibilities reports to the Christian Education Committee and as a _____ Lutheran Church staff member reports to the pastor.