



# HEATHWOOD HALL

## Human Resources

## Assistant Chaplain/Religion Teacher

### Reports To: Chaplain

**Work Schedule:** This position is currently a 10-month position, however, a possible expansion of the role and the needs of the School may require consideration for a 12-month role.

### Position Summary

The Assistant Chaplain plays a lead role in defining, preserving, and promoting Heathwood Hall's Episcopal identity to all constituencies while building on the Episcopal ideals of inquiry, inclusion, and reason; the Assistant Chaplain must be a community builder. As part of the school community, the Assistant Chaplain will support and share the School's faith with the wider community and within school traditions and celebrations. The Assistant Chaplain will have both worship responsibilities and teaching responsibilities as outlined below.

Heathwood Hall's identity as an Episcopal School is rooted in our commitment to purposeful instruction and exploration of religion in a Christ-centered environment. This means that we come together as a community to engage in gatherings, prayers, and worship, all of which are aimed at nurturing a profound reverence for the inherent worth of every individual. Guided by our chaplaincy program, we also place significant emphasis on service learning. This involves students dedicating themselves to local and international community service, all in the spirit of serving the greater good and representing the values of faith.

### Essential Functions

#### Worship

- Work alongside the Head Chaplain and divisional heads, program directors, athletic department officials, and senior leadership to build community and a sense of belonging for families.
- Collaborate with the Head Chaplain and religion teachers to organize Bible study sessions and service opportunities for each division.

- Fulfill additional duties as assigned, including responsibilities that may occur on weekends and evenings (e.g. admission open house, observations, and interviews).
- Serve as a constant representative of Heathwood Hall's faith identity.
- Support students, employees, and families as needs arise.
- Plan and lead weekly divisional chapels by assisting the Head Chaplain.
- Provide immediate and ongoing emotional and spiritual support to the Heathwood community in times of hardship or loss.

## Teaching

- School chaplaincy is most effective when the candidate possesses the desire and experience to work with our students in a classroom setting. As a school with students ranging in age from 2-18 yrs old, we look forward to learning more about the candidate's strengths with students of different ages.
- Design a developmentally-appropriate curriculum and plan for a well-articulated plan of teaching and assessing.
- Maintain an engaged classroom environment to support student learning.
- Participate in parent-teacher conferences as necessary.
- Attend and support after-school activities and programs (e.g. concerts, theater and class programs).
- Participate in department, faculty, team, and grade-level meetings as required.
- Work collaboratively with colleagues across divisions.
- Complete required HR training each year (CPR, first aid, mandatory reporting, handling of hazardous materials, etc.)
- The ability to use a variety of assessment techniques and to demonstrate strong instructional and classroom-management skills.

## Specific Job Skills

The ideal candidate will:

- Demonstrate commitment to and serve as a role model for Christian identity and the mission of the School.
- Possess strong written and verbal communication skills to effectively engage with students, parents, colleagues, and supervisors.
- Effectively support inclusivity, sanctity, and unity in a school environment, using sound judgment to manage disruptive or harmful influences that could undermine community unity.
- Demonstrate professionalism and maintain composure while navigating stressful situations and successfully prioritizing a multitude of duties with judgment reflective of Heathwood's Episcopal values.
- Skills in creating and maintaining a program of Godly Play in conjunction with the Head Chaplain and the Lower School Head.

## **Education and Experience**

- Masters Degree in Divinity Studies or related postgraduate degree preferred
- Ordination status flexible
- Proficiency in working with Google Suite and willingness to learn new technological resources

## **Working Conditions**

- Newly renovated Chapel of the Epiphany seats up to 425
- Newly renovated St. Francis Outdoor Chapel seats up to 300
- Expansive school campus with 122+ acres, must be able to travel between buildings independently.
- Frequent walking, standing, stooping, bending may be required throughout the day at various intervals
- Ability to lift up to 50lbs

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success, and that contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.

To apply visit our career center using this site:

<https://heathwood.isolvedhire.com/jobs/>

### **NO PHONE CALLS, PLEASE.**

Heathwood Hall Episcopal School is an affirmative action/equal opportunity employer. Heathwood Hall Episcopal School participates in E-Verify, as mandated by South Carolina law. This position will require a Criminal Background Check.