

Pre-K-5 Sunday School Director/Teacher
St Stephen's Episcopal Church
3 Bay View Avenue, Belvedere, California 94920

We are searching for a friendly and reliable Sunday School Director/Teacher to plan, teach, recruit and manage our Sunday School teachers and program. Our goal is to match or exceed the level of excellence in our children's K-5 public and private education environments.

If you're a motivated and creative professional with a talent for teaching and managing, then we're interested in you. In this position, you will be responsible for a range of duties including developing lesson plans, teaching one of the classes, recruiting and training parishioner-teachers, and managing the overall K-5 education program for our church.

As the Sunday School Teacher/Director, you will demonstrate in-depth Bible knowledge and outstanding teaching abilities. Our ideal candidate is an active church member, with excellent communication and interpersonal skills.

Our Sunday School program has two semesters: Fall (late August-December) and Spring (January – May). We are currently evaluating a unified curriculum which will seek to teach Hebrew Bible stories in the Fall and Christian Bible stories in the Spring. We hope to start with two classes, Grades K-2 and 3-5 and then as we grow our student body and parent support expand it into more classes.

The position of Sunday School Director/Teacher is a paid staff position and will report to the Associate Rector.

Sunday School Director/Teacher Responsibilities:

- Create age appropriate lesson plans in line with the curriculum.
 - Using Godly Play for Pre-K-2
- Prepare and oversee weekly Bible lessons.
- Help with all the fundraising events related to the Sunday school department.
- Respond to all Sunday-school related issues and offer guidance.
- Ensure that the designated area of the Sunday school is clean and presentable.
- Assign and explain homework.
- Oversee the attendance record.
- Excellent communication and interpersonal skills.
- Mentor and apprentice new teachers (Shadow Program).
- Assumes 3 hours a week of work including 2 hours on Sunday.

Sunday School Director/Teacher Requirements:

- BA college degree in education, or a minimum of 4 years of teaching experience in Pre-K-5 age groups.
- A minimum of 2 years' experience in a similar role.
- Proven experience as an Educator.
- Active Church and community member.
- Establish relationships with parents and families.

Budget

\$9,000 – \$12,000 salary

\$2,086 program materials and supplies

A cover letter and curriculum vitae should be sent in pdf to the Rector, the Rev'd Phillip C. Ellsworth, Jr., c/o Elizabeth Gravely (elizabeth@ststephenschurch.org) by April 11th, 2019. To call for further information, contact Elizabeth at (415) 435-4501, ext. 10.