

## **Middle School Chaplain**

**Department:** Middle School

**Status of Hire:** Overseas Direct Hire (ODH)

**Reports to:** Middle School Principal

### **Objective:**

A chaplain at YISS is expected to provide direction and leadership for divisional spiritual life activities. Chaplains at YISS should model professionalism by consistently displaying high standards of preparation for learning and teaching and student management. An ability to build and maintain positive relationships with students, parents, and colleagues is an essential quality needed to be successful at YISS.

### **Minimum Qualifications:**

- Bachelor's degree in a relevant subject area
- State/provincial teaching credential
- Excellent ability to build rapport with students
- Evidence of continued professional development
- Prior experience in ministry preferred

### **Duties and Responsibilities:**

#### 1. Chapel Leadership

- Provide oversight and leadership for the weekly chapel.
- Create a dynamic and engaging chapel program, including the development of relevant Biblical messages and presentations for students.
- Encourage and involve other teachers and staff to contribute to the program's success.

#### 2. Ministry Programming

- Organize and oversee the divisional discipleship program, fostering spiritual growth and development among students.
- Organize and lead the service trips, creating a spiritually enriching experience for students.
- Organize and oversee the annual Spiritual Emphasis Week (SEW) programming.
- Plan and facilitate divisional staff devotions, in coordination with the divisional principal.
- Attend meetings with divisional chaplains, participate in major staff events, and contribute to the Member Care team.
- Develop and maintain a divisional ministry manual for divisional spiritual life events and programs, providing a valuable resource for staff and stakeholders.

#### 3. Classroom Teaching

- Available to teach up to two classes per semester including a middle school leadership course.
- Attend and contribute to the TEV department monthly meetings.

#### 4. Other Duties

- Spring Break is considered a work-week for all chaplains.
- Other duties as assigned.

### ***Professional Growth***

#### 1. Professional Development

- Maintain state/provincial teaching credentials.
- Complete the ACSI Christian Philosophy of Education requirement.
- Participate in prescribed, collaborative, and personal professional development opportunities.
- Actively participates in the collaborative learning community at the school and seeks out opportunities to grow professionally.

#### 2. Self-Assessment

- Complete prescribed reflective activities.
- Develop healthy patterns of self-reflection and assessment.
- Models reflective practice by continually evaluating his/her craft as an educator, its impact on the student and parents, as well as impact on the school as a whole.

### ***Community Interactions***

#### 1. Communication

- Communicate with parents, students, and other professional staff regarding student progress (behavioral and academic).
- Develop and maintain rapport with faculty, staff, students and parents by treating others with friendliness, dignity and consideration.
- Follow all guidelines for confidentiality.
- Effectively use verbal and non-verbal communication to foster active inquiry, to manage conflict, build and maintain relationships, and to facilitate the academic and spiritual goals of the school.

#### 2. Mission Mindedness

- Supervise extracurricular activities, organizations, and outings as assigned.
- Attend and participate in devotions, teachers' meetings, evening programs if involving the teacher's students or as requested by the administration, and other meetings as assigned.
- Model Christ's teachings through interpersonal skills, respectful relationships and a willingness to learn and interact with others of different faith traditions.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Fosters relationships with parents, students, staff, and the community that support the academic and spiritual aspects of the school's ministry in both in-class and out-of-class environments.

#### 3. Community Responsibilities

- Follow school policies, procedures, rules, regulations, guidelines and the provisions of the contract and as outlined in the Faculty and Staff Handbook, and other school publications.
- Perform assigned supervisory duties and responsibilities (before school, break, lunch, after school, etc.) and inform the proper administrator in advance if unable to fulfill any assigned duty.
- Prepare adequate information and materials for a substitute teacher.
- Maintain and submit on time regular and accurate attendance, grades and other records.
- Cooperate with YISS administration in implementing all policies, procedures, and directives governing the operation of the school.
- Safeguard the interests and mission of the school.
- Respectfully submit and demonstrate cooperativeness to constituted authority.
- Demonstrates timeliness in submissions for deadlines, willingness to be proactive in his/her responsibilities, and sensitivity to living and working in a community that relies upon each other for effective ministry.

### **Contractual Requirements:**

The Middle School Chaplain position is on a teacher contract and will be expected to be on duty up to 10 days, at the discretion of the supervisor, before the school year starts or after school year ends. The stipend amount for the additional days will be determined on a daily rate or by the current contracted stipend (whichever amount is greater of the two).

*All employees and associates are required to adhere to a Safeguarding Code of Conduct that contains expectations about their relationships with children, social media use, and the use of children's photographs and identifying information.*

### **Application Process:**

Interested candidates may apply using the website below:

<https://www.nics.org/accounts/register/>