**Niskayuna Reformed Church**

**Director of Christian Education**

**Job Description**

**Position Overview:**

Responsible for the development and execution of the Christian Education Program at Niskayuna Reformed Church. Focused efforts on review of the curriculum at all levels to ensure coverage of relevant topics and coordination among grades, recruitment and training of teachers, recruitment of students, marketing the program, special activities of the Christian Education program, and consistent record keeping/reporting to the Consistory.

* 12 month, 20 hour per week direct employee position
* Supervised by NRC Pastor (administrative) and Consistory Co-Chair of Christian Education Program (program)

**Responsibilities**

* Development of long-term Christian Education values/goals with the Pastor and members of the Christian Education committee
* Annual review and development of the Christian Education curriculum
* Review of the curriculum with teachers in advance of each teaching session
* Order/replenish speciﬁc grade level curriculum materials for use by teachers
* Recruitment and training of teachers, assistants, substitutes and superintendents for the three/four teaching sessions
* Observation of and assistance to teachers with lessons, classroom management and record keeping
* Maintain online registration process for the Sunday school program
* Track attendance and follow up with students and parents each week
* Plan and support special Sunday school activities (e.g. Advent Wreaths, Christmas Eve and Children’s Day Programs, etc.)
* Plan and assist Pastor and Christian Ed Committee to deliver the Communion Workshop & Conﬁrmation studies annually
* Develop grade-specific information packets for distribution to new families
* Develop quarterly recruitment messages and info for parents and community about our Sunday school program
* Provide regular updates for weekly e-newsletter, monthly *Messenger* newsletter and other communication methods to families and to engage the congregation
* Any other activity that encourages participation in the Sunday school program

**Qualifications**

* Focus on the Bible as a foundational aspect of faith formation
* Ability to share our faith with others and exhibit an understanding of service within the church
* Have broad working knowledge of church education & ministry for, to, and with children, youth, & adults
* Post high school education (Associates Degree or beyond preferred) with preference toward education or other behavior sciences
* Willingness to receive coaching, outside training, and on-the-job training
* Relate well with children, parents, adults and congregational leaders
* Demonstrate strong organizational and communication skills with volunteers and activities
* Ability to use Microsoft Office on an intermediate to advanced level
* Ability to work with the NRC website to post online messages, information and photos; ability to understand and use social media to promote the growth of the program
* Valid driver’s license
* RCA and/or New York State background check
* Three references in advance of the interview

**Please contact the church office (518) 785-5575,** [**office@niskayunareformed.org**](mailto:office@niskayunareformed.org) **for more information. You can also contact Pastor Jason (518) 785-5575,** [**srpastor@niskayunareformed.org**](mailto:srpastor@niskayunareformed.org)