

Job Description

Title:	Director of Religious Education (DRE)
Time Frame:	5/12ths Time equal to 5 units per week including All Sundays (minus one Sunday off per month); September to June, alternately, the last two weeks in August through 3 weeks in June to provide planning time to start the year. This will include 9 weeks off from late June through mid-August
Objective:	Education is a critical component in the life of the congregation and the fullness of worship services. The Director is responsible for the development and supervision of the curriculum and structure of service and leadership in recruiting parent and other volunteers to provide these services.
Responsibilities:	Recruit, train and support leaders, assistants and guests Implement procedures to insure a safe experience Maintain resources, supplies and equipment Maintain religious education files and records Communicating with parents and teachers to create the most effective learning environment Supervise nursery care provider Provide supervision for youth group and advisors Coordinate and plan Children's Worship Register and Greet new families Attend monthly meetings of the staff team and develop and implement a shared annual Program Evaluation Staff the RE Committee meetings Attend district and area RE conferences Submit news items to the newsletter and website
Responsibilities Shared with RE Committee	Design the RE program Arrange special celebrations Develop, plan, prepare, and review curricula Assure an inclusive learning environment for all children regardless of ability Create a learning environment that welcomes and nurtures Develop and manage the RE budget Complete a monthly reporting to Board (RE Chair) Supervise the Sunday set-up and breakdown
Knowledge, Skills and Abilities Required	Basic Knowledge of Unitarian Universalism and RE Resources available Comfort with a wide variety of religious views Ability to encourage others to participate and lead Background in education or human services Administrative and Communication skills
Accountability	The DRE is responsible to the Staff Team and the RE Committee representing the Board.