

ST. AGNES ACADEMY

1851



ST. DOMINIC SCHOOL

1956

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4830 WALNUT GROVE ROAD • MEMPHIS, TENNESSEE 38117

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**Job Title:** Director of Dominican-Catholic Identity

**Department:** Religion

**Contract Period:** 11 Month

**Reports to:** President

**Job Summary:** The St. Agnes Academy-St. Dominic School Director of Dominican-Catholic Identity (DD-CI) helps lead the religious and spiritual life of our community and manifest God's presence among us. The DD-CI works closely with the Deans of the five educational schools to develop and coordinate programs that form the spiritual growth of our students, faculty and parents. The DD-CI is instrumental in fostering in Faith-filled environment built on the school mission and the Dominican pillars of Study, Prayer, Community, and Service. The Director of Dominican-Catholic Identity is a member of the School Leadership team and reports to the President. The manner in which the Director of Dominican-Catholic Identity facilitates the religious life of our community must honor our Dominican and Catholic charism and be consistent with the traditions and teachings of the Roman Catholic Church, the Dominican Sisters of Peace, and the Diocese of Memphis.

**Essential Duties and Responsibilities:**

1. Foster the mission of the school in the tradition of the Dominican Sisters of Peace in conjunction with the President and Deans of the Schools.
2. Promote Gospel values and corporate stances of the Dominican Sisters of Peace in all school activities and in the religious education curriculum.
3. Serve as a resource in areas of Catholic and Dominican identity for all faculty/staff.
4. Work in conjunction with the faculty, administration, parents, students, and trustees in making decisions that will further enhance the mission and purpose of the school.
5. Coordinate in the development and maintenance of a strong religious curriculum.
6. Maintain a ministry of presence, available and present to students, faculty, and staff.
7. Develop a relationship with the school's families to deepen their experience of Dominican values, explore the rich charisms and traditions of the Dominican order, and promote the continuous spiritual formation of the community.
8. Serve as sacristan to maintain the Chapel and to supply and maintain items for weekly Masses and other liturgical events.
9. Develop, manage and execute the budget for this department.
10. Communicate with faculty, staff and families to foster a deeper understanding and participation in spiritual and faith-based activities.
11. Maintain communication with the Diocesan Office of Religious Education and attend meetings for DRE or Coordinators of Religion.
12. Prepare reports for the Board as required and attend meetings of the Mission and Identity Committee.

13. Provide leadership and needed resources for all religion teachers, including but not limited to, in-services, textbook reviews, certification, and effective teaching strategies.
14. Identify representatives from the five schools to serve on a Faith Formation Team. Call and lead team meetings to develop faith enrichment programs and activities to enhance the Faith mission of the school.
15. Oversee all teachers to confirm that approved Religion curriculum is being followed. Provide information and opportunities for teachers to meet their annual certification hours as required by the Diocese of Memphis.
16. Coordinate all liturgical and para-liturgical programs and events including coordinating priests and communicating plans to the faculty and staff. Programs and events include, but are not limited to, weekly masses, Baccalaureates, Ring Ceremony, May Processions, Reconciliations, Living Rosary, Advent Wreaths, and other sacred observances.
17. Coordinate and supervise placement of all liturgical appointments for liturgies. Collaborate with Maintenance Staff for set up and break down.
18. Oversee weekly Chapel experiences for PK, JK, and Kindergarten.
19. Plan and oversee student retreats in Grades 1-12.
20. Establish procedures for recording of service hours for Upper School and Junior High.
21. Oversee development of Service Learning Programs at all grade levels.
22. Foster opportunities for the students to work in the community to share the Dominican charisms by example to others, including but not limited to, Upper School Soup Kitchen, COP Stop, pen-pals with the Sisters, Project Outreach Food Ministry.
23. Perform other duties as coordinated with the President.

#### **MINIMUM QUALIFICATIONS**

- Practicing Catholic in good standing with an active sacramental and faith-life.
- Bachelor's degree in youth ministry, pastoral ministry, theology, or religious studies (Master's degree preferred).
- Prior experience working with youth in a school, college, or parish setting.
- Effective communicator and collaborator. Comfortable working as a member of a dynamic and high-performing team.
- Experienced at managing a budget and projecting costs for educational initiatives.
- Proven leadership and teambuilding skills; an ability to reach out and develop community; initiative and creativity to develop a challenging, innovative, and exciting programming.
- Flexibility, energy, creativity, high expectations, a sense of humor, and the highest standards of integrity.

Competitive compensation and a full benefits package are available.

St. Agnes Academy – St. Dominic School is an Equal Opportunity Employer dedicated to promoting diversity in the workplace and strongly urges all qualified individual to apply.

Candidates should email a completed application and their credentials (cover letter, resume, and a list of references) to [llaue@saa-sds.org](mailto:llaue@saa-sds.org). The position will remain open until filled.

St. Agnes Academy-St. Dominic School is a Catholic, independent PK2-12 school in Memphis, Tennessee, inspired by the Dominican pillars of Study, Prayer, Community, and Service, With two rigorous single-gender schools and a culture that cultivates young people of strong

principle, our school is a nurturing learning and faith community where every student belongs.