Position Summary

The Director of Education provides primary oversight and coordination for the intellectual, spiritual, and relational needs of the congregation in a variety of educational opportunities for all age groups. This part-time position works closely and meets regularly with the Minister.

Essential Duties

* Identify and facilitate small groups, inter-generational events, and service-learning activities to grow the intellectual, spiritual, and relational needs of the congregation.
* Oversee, train, and coordinate Sunday-School teachers to ensure appropriate and experienced individuals are staffed accordingly.
* Facilitate decisions about curriculum resources.
* Oversee and coordinate the activities of the Nursery to comply with Safety Policy and meet the educational, spiritual, and recreational needs of children.
* Coordinate with Youth Group Leaders to ensure that programming, curriculum, and service learning projects are consistent with church vision.
* Oversee the Sunday morning educational activities to ensure their smooth operation.
* Assess the performance of teachers and Nursery staff to ensure proper supervision and instruction requirements. Provide additional training when needed.
* Facilitate the evaluation of educational ministry.
* Collaborate with church leadership to identify and arrange educational opportunities for outreach, liturgical, and special programs.
* Collaborate on and offer leadership in planning some worship experiences.
* Attend Education Committee meetings and maintain open lines of communication.
* Identify current and emerging educational trends and topics of significant interest to the congregation.
* Comply with Parkway's Safe Church Policy.
* Maintain accurate financial records.
* Other duties as assigned.

Supervision

* Train and direct volunteers. Evaluate and manage contracted nursery staff.

Education and Experience

* Bachelors Degree in Education or other related field.
* Three to five years in public or religious education, curriculum development, and facilitation.
* Or a combination of related experience, education, and training.

Skills

* Proficiency in English comprehension, reading, and writing; active listening; judgment and decision-making; analysis and evaluation; coordination; presentation; creativity; software applications; and social media platforms.
Working Conditions
* Occasional travel.
* Part-time, flexible work schedule with Sunday hours.
* Moderate degree of physical capability required, including intermittently lift, carry, pull, and push at least 20 pounds.

Time and Compensation
This is a part time position. We anticipate a time commitment of 15 to 20 hours per week. The compensation for this position is $17,000 to $19,000 per year.