

Position	Director of Education
Revision Date	July, 2024

Position Overview	The Director of Education (DE) works directly with the Director of Children, Youth, & Family Ministries (DCYFM), the Pastors, and the CYFM Committee to plan and execute the Sunday morning & weekly educational experiences for children and others.	
Reports to	Director of Children, Youth, & Family Ministries	
Supervises	Volunteer staff and CYFM Committee	

Essential Functions

- Provide a curriculum for the major educational experiences offered by Bethany, especially for children and youth
- Recruit or provide for recruitment of volunteers for educational events.
- Discretion about confidential information

Responsibilities

- Order and adapt the curriculum approved by the CYFM (Children, Youth & Family Ministries) Committee for the Sunday morning education time, for ages pre-k through 5th grade.
- Provide resources for Sunday morning education time for pre-k through 5th grade children, and—if requested—youth & adult classes.
- Set up classrooms, materials, and/or stations for Sunday School.
- Be responsible for Sunday School programs such as Rally Day and the Christmas Program, and provide for recruitment of volunteers to staff these programs.
- Supervise volunteers and work with the Sunday School Superintendent.
- Attend monthly CYFM Committee meetings.
- Work with the Director of Children, Youth & Family Ministries to provide assistance for Tuesday and Thursday Faith Foundations (3:15-5:15), Wednesday transition time from Jumpstart to Confirmation (4:00-5:00 hour), Day Camp/Vacation Bible School, and Special Programs
- Help plan, prepare, and serve healthy snacks for students of after-school programs.
- Assist with adult weekday educational experiences, as requested, if time allows.
- Assist with the implementation of CYFM programs in the absence of the Director of CYFM.

Minimum Qualifications

- Commitment to the mission and ministry of the congregation
- Ability to work flexible hours including weekends and evenings
- Bachelor’s Degree and experience in the field of education preferred
- Membership at Bethany Lutheran Church preferred

Core Competencies

- Organizational and time management skills; ability to set and meet goals
- Possess excellent computer skills, specifically, but not limited to, Microsoft Office products such as Word, Excel, Power Point, Publisher, and Outlook
- Able to implement online learning opportunities for children and families, as needed
- Able to work as part of a team
- Able to speak in front of a group
- Able to maintain a positive outlook and healthy communication practices
- Willing to learn and grow professionally

Director of Education Hours

- Maximum 70 hours monthly
- Scheduled with DCyFM and Senior Pastor – may vary with educational seasons

Compensation

- Hourly, based on experience and education
- Record monthly hours and self-regulate hours worked so that monthly compensation does not exceed 70 hours average per month over 12 month period.

Revised Sept 4, 2013 SST

Revised Oct 1, 2013 RMB Edits

Revised July 8, 2015 HRT Edits

Council November 2016: for 2017 move from 60 to 70 hours per month.

Revised June 14, 2020 CYFM Edits

Revised June 23, 2020 Council Edits

Revised July 7, 2024 CYFM Edits