North Caribbean Conference

**VACANCY ANNOUNCEMENT**

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| **Position/Title:** School Chaplain | **Island:** St. Thomas |
| **Department:** Education | **Immediate Supervisor:** Principal |
| **Posting Date: 07 April 2019** | **Starting Date:** August 15, 2019 |
| **Position Summary:**The chaplain in the St. Thomas/St. John Seventh-day Adventist School is first a missionary, then an instructor. He/she is a praying person. He/she is well versed in Seventh-day Adventist theological beliefs. The chaplain’s primary function is to lead the students into a meaningful relationship with Jesus. He/she must love and develop a good relationship with all students from kindergarten through twelfth grade. Regular attendance and involvement in a local church is necessary for the chaplain to continue his/her interaction with students and to forge a relationship and understanding with parents. His/her professional service, personal conduct, and influence must be of a high standard. The culture of St. Thomas/St. John is a unique experience as it is a mixture of the Caribbean, African, the United States and others. Prospective employees should be prepared to deal with cultural differences, and experience aspects of cultural change, as they adapt to the islands’ unique culture. |
|  Duties and Responsibilities:* To provide faithful instruction in the study of the Bible; and implementing NCC adopted curriculum.
* To provide support for students and their families in addressing social and emotional needs.
* To provide pastoral care, advocacy, and critical incident response, in order to support children and young people, schoo**l** staff and families.
* To instruct students using a Bible curriculum which reflects the mission, core values, and Seventh-day Adventist identity of the school, and increases the religious literacy of students.
* To assist teachers with developing classroom lessons that correspond with the school’s mission, core values, and Seventh-day Adventist identity.
* To effectively manage assigned class, to keep the daily register, student reports, cumulative folder, and other records, updated.
* To meet with students and parents to discuss education-related issues.
* To establish a developmentally appropriate, positive, inclusive, safe and conducive learning environment.
* To advance positive, interpersonal relationships with coworkers and students.
* To communicate, proficiently with students, parents, and administration.
* To prepare for assigned classes, and provide lesson plans at designated times.
* To integrate suitable use of technology.
* To administer tests, following school testing protocols, and provide progress reports.
* To determine and support appropriate standards of classroom behavior, and uphold school-adopted discipline policies.
* To teach competently the required skills, for the grade levels assigned
* To plan his/her lesson or program, to teach the subject(s), and otherwise fulfil the curriculum requirements of the school.
* To skillfully use a variety of teaching methods, charts, illustrations and other equipment.
* To develop and maintain constructive teacher/student relationships.
* If serving on the leadership team; to attend and contribute to faculty, home and school, and other meetings as called by the appropriate person.
* To be in close contact with parents, keeping them informed of student’s progress.
* To faithfully promote Christian Education, showing respect and confidence for the church and its teachings.
* To adhere to a professional code of ethics.
* To follow the principles outlined in the Handbook.
* To perform such other duties, as may be duly assigned by the principal.
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| **Education/Experience*** Bachelors degree or higher in Religious Education or Theology
* Minimum requirement of three years experience in teaching Bible, serving as School Chaplain or as the pastor of a church district.
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| **How to Apply:**Persons interested in this position must submit the following information: 1. Cover letter which should include your basic philosophy of life and your primary objectives.
2. Curriculum vitae/Resume
3. Copies of all certificates, diplomas and transcripts
4. Three letters of recommendation
5. Police Record

**The application package must be emailed or sent to the North Caribbean Conference HR Department:**Pastor Wilmoth JamesExecutive SecretaryPO Box 580Christiansted, St. Croix 00821Email: wjames@northcarib.org |