

SACRED HEART PARISH

PERSONNEL POLICIES – JOB DESCRIPTIONS

Position Title: CCD Coordinator

Position Summary: The CCD Coordinator is responsible for the organization and administration of the parish religious education program for grades 1 through 11 in cooperation with the pastor, parish staff, and the Diocese of La Crosse.

Working Relationships: This position reports directly to the pastor.

Working Conditions: This position is part-time with flexible hours approximately 4 hours per week.

Principle Activities:

1. Orders textbooks, teaching materials and resources for the program.
2. Assists in developing and implementing program changes.
3. Evaluates the program to determine strengths, areas of improvement and future needs.
4. Creates and maintains student file system.
5. Recruits and supervises catechists and volunteers.
6. Oversees the program registration process.
7. Establishes the details of the program's calendar.
8. Creates communication for students, parents and catechists.
9. Supervises activities and classrooms to ensure safety. Provides support and assists catechists as needed.
10. Arranges for in-services and on-going development opportunities for catechists.
11. Attends Pastoral Council and other meetings as necessary.
12. Other pertinent duties as assigned by the pastor.

Qualifications:

1. Must be a practicing Catholic.
2. Must hold a high school diploma or its equivalent.
3. Must enjoy working with children.
4. Must participate in the Diocesan Safe Environment Training. Fingerprinting and any other requirements shall be obtained prior to employment.
5. Must demonstrate capability to carry out administrative and supervisory duties in a timely fashion, utilizing good communication and relationship skills.

Requirements:

1. Must be able to treat confidential information about students, catechists and parish affairs in a professional and ethical manner.
2. Must be organized.
3. Must be punctual and on time.
4. Must effectively communicate with the pastor, students, parents and catechists.
5. Must be willing to become more knowledgeable of effective and appropriate instructional practices.

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Approved

April 14, 2021
Date