



## SACRED HEART SCHOOLS

ATHERTON

### **The School**

Sacred Heart Schools, Atherton (SHS) is rooted in a strong and deep history. Founded in 1898 by the Society of the Sacred Heart, an international congregation of Catholic women religious, it is a Roman Catholic, independent, coeducational school dedicated to the educational philosophy expressed in the Goals and Criteria of Sacred Heart Schools. Located on a beautiful 64-acre campus in the San Francisco Bay Area, SHS is one of 24 schools in the U.S. and Canada Network of Sacred Heart Schools and is affiliated with a network of over 200 Sacred Heart schools worldwide. SHS is made up of two divisions: Preschool through Middle Schools (P-eighth grade) and Preparatory (grades nine through twelve). Today, SHS is a vibrant, thriving, and dynamic institution, committed to educational excellence and the teachings of a Christ as expressed in forgiveness, compassion, respect and generosity. From preschool through high school, our world-class, diverse faculty and staff guide students of all faiths to become thoughtful and caring young adults through a rigorous curriculum and mission-driven programs, the development of active leadership skills, and emphasis on personal integrity. These are the hallmarks of the SHS experience, and the core of our Sacred Heart spirit.

To learn more about Sacred Heart Schools, Atherton, please see our website at [www.shschools.org](http://www.shschools.org)

### **The Position**

SHS seeks a talented and highly qualified full-time Campus Ministry teacher at the Preparatory. The successful candidate collaborates with the Campus Ministry team and Religious Studies department to implement a vibrant, student-centered program that addresses the spiritual, ethical, and emotional needs of a religiously diverse student population.

Key responsibilities for this important role include but are not limited to:

- Contributes to all programs within the campus ministry department, including opportunities for works of charity and justice, immersion and reflection, spiritual retreats, faith sharing and prayer and worship.
- As determined by the Director of Campus Ministry, plans and directs all aspects of the designated campus ministry program area(s).
- Supports fellow campus ministers in supervision of and collaboration with departmental programming
- As needed, perform the tasks associated with teaching a course within the religious studies department.
- Builds effective relationships with students and faculty/staff to support their full participation in the program area(s) they direct, including guiding reflection and providing pastoral care as appropriate.
- Manages all logistics associated with their program area(s) including budget and other resources.
- Gathers, interprets, and reports data to assess overall program effectiveness and impact and to guide program improvement.
- Communicates the program's impact to the school community.
- Collaborates with colleagues to develop and renew curriculum and other school programs.
- Collaborates with colleagues to integrate campus ministry experiences with religious studies coursework and/or other academic disciplines.
- Contributes actively to build a vibrant faculty/staff learning culture.
- Maintains regularly scheduled office hours in order to advise and assist students.
- Maintains expertise in subject matter and pedagogy through professional development.
- Fulfills other duties as assigned by program director or school administrators.

### **Required Qualifications**

- Bachelor's Degree in Theology, Religious Studies, Pastoral Ministry or related field.
- Three (3) or more years of experience in relevant campus ministry.
- A clear commitment to the mission and educational philosophy of Sacred Heart Schools as articulated in the Goals and Criteria of Sacred Heart education in the United States and Canada.
- Experiencing developing and facilitating retreats.
- A clear commitment to diversity, equity, inclusion and access, as well as inter-faith and inter-religious dialogue/education.
- Demonstrated experience working with underrepresented students specifically, low-income, first-generation, and racially/ethnically diverse student population.

- Strong cultural competency and pastoral sensitivity regarding transgender and gender non-conforming youth and their families.
- Demonstrated experience facilitating affinity groups.
- Exhibits a personality that demonstrates interpersonal skills to relate well across a variety of multicultural, multi-experience, multi-background audiences including students, staff, administration, parents and the community at large.
- Must be able to work independently with little supervision and work well on interdisciplinary teams.
- Knowledge of trends and issues in theology, campus ministry, and faith formation.
- Must be available to work a flexible schedule, including evening and weekend events.
- Must be available to travel domestically and internationally with minors.

### **Preferred Qualifications**

- Masters degree in appropriate field, e.g., Theology, Religious Studies, Pastoral Ministry, Catholic School Leadership.
- Experience planning and leading retreats, service learning, or other spiritual formation activities.
- Willingness and ability to teach a course in appropriate subject, as needed.

For a more detailed job description, please visit our career page at <http://www.shschools.org/Page/About/Careers--SHS> and look for the Campus Ministry Teacher position under the Preparatory heading.

### **Employment**

This position offers competitive compensation and health and welfare benefits subject to plan parameters, including medical, dental, vision, Life & LTD, 403(b) retirement plan and more.

### **To Apply**

Online: send resume and cover letter to [hrjobs@shschools.org](mailto:hrjobs@shschools.org); please indicate **Prep Campus Ministry 2021** in the subject line.

### Via Mail:

Sacred Heart Schools  
150 Valparaiso Avenue  
Atherton, CA 94027

Attention Human Resources: **Prep Campus Ministry 2021**

*Sacred Heart Schools, Atherton believes that each individual is entitled to equal employment opportunity without regard to race, color, age, disability, national origin, gender, sexual orientation, marital status, ancestry, genetic information, citizenship, veteran status, or any other class protected under federal, state or local laws.*

*As a faith-based institution, we reserve the right to use religion as a criterion in hiring decisions, as permitted by law, as it relates to performing essential job duties.*