

## **Director of Religious Education Sample Job Description and Responsibilities**

1. Plan curriculum, schedule classes and supervise attendance for grades \_\_\_\_\_.
2. Purchase books, materials and audio-visual resources as required.
3. Provide Administrative Services with information for needs of program to assure adequate budget is available for program. Oversee expenditures and assure they remain within budgetary limits for program
4. Provide for recruitment and placement of catechists and aides within the program.
5. Offer teacher training opportunities for all new catechists and enrichment opportunities for all catechists.
6. Assure that all catechists and parent volunteers have completed the *Safeguarding All God's Children* requirements, maintaining current records for all.
7. Assure that every year the Safe Environment Education expectations for child and parent review and training is met, recorded and forwarded to the Safe Environment Coordinator.
8. Strive to develop a sense of prayer and unity among the teaching staff and assure there is a spirit of prayer in the classrooms.
9. Act as a resource person for information on archdiocesan programs and religious education materials.
10. Check the parish census yearly to assure all children/families are contacted regarding either Catholic school attendance or religious education program enrollment.
11. Set up and execute parent meetings to acquaint parents with the curriculum and materials, assuring their roles as teachers of faith are clearly understood. This is particularly critical in sacramental preparation.
12. Be available to meet with parents as needed.
13. Communicate with the parish through the bulletin and various organizations.
14. Attend District DRE meetings.
15. Represent the parish and attend to administration for programs offered in collaboration with neighboring parishes.
16. Meet with the Pastor/Parish Director at regular intervals to discuss necessary administrative and catechetical matters.
17. Attend all Pastoral Staff meetings.