



Upper School Theology Department Chair & Campus Minister

Dedicated to excellence in academics, the development of faith, and an emphasis on the whole child, Oak Knoll, a member of the Holy Child Network of Schools, offers a premier college preparatory program for girls in its grades 7–12 Upper School. For a full-time position to begin in August 2022, Oak Knoll is seeking a dynamic and collaborative Theology Department Chair and campus minister to join the department.

Key Responsibilities as Campus Minister:

- Support Campus Ministry activities in class as needed (permission slips, Advent/Christmas activities)
- Coordinate whole school campus ministry events including:
 - Board Visit Day Prayer Service
 - Special event Masses and/or Prayer Services (e.g. MEC)
 - Faculty/Staff prayer service in June
 - Faculty/Staff Retreat—coordinate

Key Responsibilities as a Theology Teacher:

- Have the content knowledge and intellectual flexibility to teach Theology from introductory through advanced levels to students in grades 7-12
- Teach three sections of theology classes
- Plan, prepare, and deliver innovative, intellectually engaging, and academically rigorous instructional content that promotes successful learning
- Use technology to deliver instruction that supports and deepens student learning
- Understand how girls learn and use this knowledge to guide instructional and curricular decisions; apply principles of mind, brain and education science when teaching, developing curriculum, and assessing student learning
- Serve as an advisor to a small group of students and support their social and emotional learning
- Work collaboratively and professionally with a teaching team, faculty, colleagues, students, administrators, and parents
- Ensure timely communication with parents on issues concerning students' learning needs
- Maintain accurate student records such as grades and comments and communicate such data in accordance with the academic calendar and School expectations
- Participate fully in the life of the Upper School, including attending faculty meetings and in-service
- Engage in all aspects of the Oak Knoll community while promoting and supporting the OKS mission, vision, and values
- Perform other duties as assigned by, and in support of, the Division Head and Head of School

Key Responsibilities as a Department Chair:

Department Chairs at Oak Knoll are instructional leaders who are committed to the mission of the school. They have a special role in carrying out the vision of Oak Knoll education. They do this through the development of the academic program and supporting the growth of teachers and students in the school community. The Department Chair role at Oak Knoll includes responsibilities that are curricular, supervisory, and operational. Department Chairs report to the Upper School Division Head.

- Curricular role:
 - Has a creative vision for his/her department which is both forward-looking and which integrates well with school wide initiatives
 - Works to develop the departmental vision in cooperation with administration and other department chairs

OAK KNOLL SCHOOL OF THE HOLY CHILD

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- Is knowledgeable about the overall curriculum of the school and oversees the curriculum in own department
 - Demonstrates excellence as an educator by modeling best practices in teaching methodology
 - Stays current of best practices in the field by attending or presenting at professional conferences and/or engaging in professional reading and research
 - Leads discussions regarding the choice of textbooks and other materials for classes
 - Presents a departmental curricular review to the Board of Trustees' School Life Committee as scheduled
 - Reviews new course proposals for department and presents proposals at Department Chair meetings
 - Coordinates with counterparts in the Lower School for vertical articulation of curriculum
 - Attends Department Chair meetings as scheduled by the Dean of Teaching and Learning
 - Works with the department to draft any official documents regarding course proposals, honors placement policies, appeals contracts, summer work plans for students, etc., and reviews these with the Division Head, Academic Dean and, when needed, the Grade Level Dean.
 - Oversees student course placement
 - Updates the descriptions, course requirements and other academic text in the Book of Studies
- Supervisory role:
 - Leads the department in professional development by encouraging membership in professional organizations and identifying professional development opportunities for department members.
 - Oversees teaching of department members through formal and informal observations and evaluations
 - Works with Division Head to support teachers with development of skills
 - Acts as a professional support for department members
 - Works with the Division Head in the hiring of new personnel
 - Attends in-service meetings with new department members
 - Attends Open House and other admissions events
 - Reviews study grant requests of department members
 - Attends meetings with department members and parents/students as necessary
 - Helps choose teaching assignments for department members
 - Co-leads the advisory program with the Director of Campus Ministry
- Operational role:
 - Schedules and leads department meetings
 - Manages the departmental budget
 - Oversees student awards and the purchase of prizes at the end of the year
 - Maintains an inventory of departmental supplies
 - Coordinates substitution folders in department with Upper School Administrative Assistant
 - Submits changes in the Book of Studies
 - Updates textbook lists
 - Organizes and manages department-sponsored events and programs

Qualifications

- 3+ years teaching experience at the middle and/or high school level
- Bachelor's degree required; Master's degree preferred (degrees in related subject matter)
- All Oak Knoll theology teachers must be a practicing Catholic
- A commitment to girls' education and to the educational mission of the Catholic Church through the philosophy and spirituality of Cornelia Connelly

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- Ability to demonstrate growth mindset, optimism, and belief that all students can excel
- An education mindset that believes that a teacher's role is to innovate and think creatively about education and meeting the needs of every child
- Experience as a practitioner of diversity, equity and inclusion in and outside of the classroom
- Highly collaborative and self-motivated
- Ability to make contributions to the School outside one's academic department, including to club and advisory programs
- Ability to uphold the School's professional standards including punctuality, courtesy and discretion
- Excellent interpersonal communication skills (oral and written), organizational, problem solving, and interpersonal skills

About Oak Knoll

Founded in 1924 by the Sisters of the Holy Child Jesus, Oak Knoll is a Catholic, independent day school with a coeducational Lower School (K-6) and an all-girls Upper School (7-12). As a member of the Holy Child Network, Oak Knoll is grounded in the educational philosophy of Cornelia Connelly, who valued the growth of the whole child "in all learning and all virtues." Located on 11 acres in suburban Summit, NJ, Oak Knoll is recognized as a top-rated institution in an area that values education. Oak Knoll draws from more than 65 surrounding communities. There are 325 girls enrolled in the Upper School, with 192 children in the Lower School. While the student body is predominantly Catholic, Oak Knoll welcomes children, as well as faculty and staff, of all faiths.

To apply, please send a cover letter, resume, and contact information for three references to UpperSchoolJobs@OakKnoll.org.

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