



St. Mary Antiochian Orthodox Church

Antiochian Orthodox Christian Archdiocese of North America

كنيسة رقاد السيدة الأنطاكية الأرثوذكسية

JOB OPENING AT ST MARY ANTIOCHIAN ORTHODOX CHURCH

Job Title: Arabic Religious School Director
Location: Palos Heights, IL
Reports to: Pastor

DUTIES AND RESPONSIBILITIES:

- Manage 7-8 teachers on all aspects of the educational program including: Research, development, and continual evaluation of a curriculum focused on the Arabic language and the Orthodox Christian Faith.
- Evaluating teaching procedures.
- Evaluate which educational materials to utilize.
- Conduct workshops and seminars to train teachers and support staff in the use of educational materials and techniques.
- Observe and evaluate teachers in the classroom (or virtual classroom), provide constructive feedback based on these evaluations.
- Maintain student discipline and conduct for students between the ages of 4 and 15.
- Organize parent/teacher conferences and maintain correspondence with teachers.
- Grow the current program within the Arab Christian community via involvement within St. Mary Church.
- Administration, including payroll, hiring/firing, and scheduling.
- Collaborate with clergy to discuss educational objectives.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Education, English, Arabic, or related.
- 2 years of experience as Administrator, Teacher, or similar.
- Must be an Arab Christian.
- Fluent in both English and Arabic.
- 2 years of experience with teaching, administration, curriculum development, academic calendar planning, interviewing and hiring teachers, training teachers, organizing workshops, and using social media to communicate.

TO APPLY:

Please mail resumes to: Father Mousa Haddad, Pastor, St. Mary Antiochian Orthodox Church, 6330 W. 127th St., Palos Heights, IL 60463.