

BASS MEMORIAL ACADEMY
Job Description

JOB TITLE: Chaplain	REPORTS TO: Principal
DEPARTMENT: Campus Ministries	EFFECTIVE DATE: July 1, 2024
EMPLOYEE NAME:	

POSITION SUMMARY:

The chaplain is responsible for the religious programming and outreach activities at Bass Memorial Academy. They also work with the Pastor to run the Academy Campus Church. The chaplain will also provide spiritual mentoring for the students of Bass Memorial Academy. Applicants must have a strong desire to mentor young people and a willingness to serve others. This is a full-time, salaried position that also includes teaching Religion III & IV.

POSITION QUALIFICATIONS:

Bass Memorial Academy personnel will be faithful practicing members of the Seventh-day Adventist Church whose life and habits have a positive influence in leading students to Christ. Bass Memorial Academy personnel will be passionate about Adventist education and will support the mission of Bass Memorial Academy at all times.

Employees must fulfill the performance standards of this position and comply with policies, rules and procedures of Bass Memorial Academy, the Gulf States Conference, the Southern Union, and the North American Division, including those set out in the Employee Handbook or otherwise communicated (orally or in writing) to employees.

The following requirements are representative of minimum levels of knowledge, skills and/or abilities:

Interpersonal Relationships

- Provides a role model of successful Christian living for the students.
- Interacts with students and models spiritual maturity in leading students towards Christ and then spiritual growth.
- Interacts with students and others in a manner that is sensitive to diverse academic, spiritual, and personal needs.

- Exhibits the interpersonal skills to work in collaboration with, and in support of, colleagues in planning and implementing educational activities.
- Maintains active communication and positive relationships with parents, administration, board members, constituents, and community.
- Respects and accepts each individual, regardless of sex, race, color, ethnic origin, cultural or socioeconomic background, religion, or disability.
- Demonstrates the interpersonal skills necessary for basic conflict resolution, following the appropriate chain of command.

Professional Responsibilities

- Demonstrates a personal commitment to SDA Christian leadership principles and lifestyle.
- Demonstrates effective organizational skills in managing professional responsibilities.
- Participates in church, school, and extracurricular projects and activities.
- Initiates professional development activities and participates in conference sponsored professional in-service training on a regular basis.
- Cares for personal and school property.
- Ability to work as a member of a team as well as independently.
- Understands and follows the departmental budget.
- Proficient in computer programs such as Word, Excel and PowerPoint.
- Responds to inquiries or complaints from stakeholders, regulatory agencies, or members of the business community in a professional manner.
- Is on-time for meetings/appointments and performs administrative and other responsibilities in a timely manner.
- Understands that Bass Memorial Academy is a boarding school. As such, duties include some evening and weekend supervision responsibilities and sponsorships.
- Understands the importance of confidential information concerning students and others while maintaining a high degree of integrity and support for Bass Memorial Academy.

Instructional Process

- Promotes SDA philosophy, ensuring that all subject matter is taught from a SDA perspective based on curriculum guidelines and requirements of the North American Division, Southern Union, Gulf States Conference, and Bass Memorial Academy.
- Demonstrates evidence of lesson and unit planning and preparation that honors individual diversity and builds upon prior knowledge.
- Selects subject matter that is academically and developmentally appropriate for diverse abilities and interests.
- Employs a variety of teaching techniques and activities appropriate to student learning styles and subject matter, stimulates critical thinking, and monitors student understanding.

- Uses a variety of evaluation techniques to provide feedback and communicate progress, providing opportunities for students to learn from mistakes as well as successes.
- Utilizes appropriate classroom management routines that facilitates student engagement and continuity.
- Provides for individual differences through diagnostic and prescriptive teaching.
- Communicates challenging expectations that encompass critical and creative thinking as well as problem solving skills.
- Maintains a classroom climate conducive to student learning, allowing sufficient time for academic activities.
- Utilizes effective behavior management techniques which promote self-discipline.
- Attempts to systematically involve all students in the instructional process and encourages intellectual risk-taking.
- Promptly grades and returns assigned material to the student and posts grades and attendance in the student management system in a timely manner. The teacher will set the example for punctuality to classes and other scheduled meetings.

JOB STANDARDS AND REQUIREMENTS:

Education:

- A minimum of a Bachelor's degree in Religion.
- Should possess, qualify for, or be willing to obtain a Designated Subject Certificate in Religion.

Experience:

- Should have at least five years' experience in pastoral services.
- A background in counseling is preferred.

MAJOR DUTIES AND RESPONSIBILITIES:

Chaplain:

- Provides for the spiritual growth of the faculty, staff and students.
- Assists in the spiritual and personal counseling of the students.
- Plans, organizes and coordinates all religious activities on campus (i.e. Weeks of Prayer, Vespers, Chapels, Power Weekends, Sabbath Schools, and Small Group Bible Studies).
- Plans and coordinates Sabbath afternoon activities for students.
- Chairs the Campus Ministries Committee.
- Conducts and/or coordinates regular baptismal classes and Bible studies for students.
- Works with the Pastor to organize and run the Academy Campus Church.

- Provides leadership opportunities and training for students in church ministry (i.e., church board, elders, deacons, music ministry, a/v ministry, community service, etc.)
- Creates music ministry teams/praise teams to provide music for the Academy Campus Church.
- Works with the Campus Ministries Committee to organize and implement community service days.
- Works with the Campus Ministries Committee to organize and implement outreach opportunities for the students.
- Works with the Campus Ministries Committee to plan out-of-country mission trips every other year.
- Works with the Campus Ministries Committee to plan in-country mission trips every other year (opposite the out-of-country trips).
- Develop and meet with the Campus Ministries Student Leadership Team.
- Development of the school spiritual calendar.
- Mentoring students in ministry and preaching.
- Assists in selecting students to participate in church services.
- Organizes the students in assisting with major Church programs (i.e. Evangelism).
- Keeps home pastors informed of any spiritual development of their parishioners who are attending Bass Memorial Academy.

Teacher:

- Teaches two Religion classes.
- Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicates effectively, both orally and in writing, with students and parents on a regular basis. Meets, as needed, with parents to discuss student progress and problems.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Maintains effective and efficient record keeping procedures.
- Assumes responsibility for meeting his/her course and school-wide student performance goals.
- Meets professional obligations through efficient work habits such as: meeting deadlines and honouring schedules.
- Prepares course outlines complete with specific requirements for the course.
- Prepares a course summary complete with a schedule and evaluation methods which is given to students on the first day of class. Prepares unit outlines and daily lesson plans for the courses following NAD curriculum guidelines.
- Selects textbooks and supplementary books, online sources, magazines and newspapers for courses.

- Assigns lessons and corrects homework.
- Administers tests to evaluate student progress, records results and issues reports to keep parents informed of progress.
- Keeps attendance records and informs the Attendance Officer when students are missing from class.
- Maintains discipline in the classroom.
- Participates in faculty/staff meetings, educational conferences, and teacher training workshops. Also participates in major school events (i.e. Youth Rally, Education Fair, Academy Days, Alumni Weekend, Graduation, Camp Meeting).
- Accompanies students on field trips to expand classroom learning to the real world.
- Provides adequate supervision of students for which he/she is responsible.
- Knowledgeable in SDA philosophy and history. Strong background in Biblical foundations as they relate to SDA philosophy.
- Able to relate Biblical philosophies with everyday living as it relates to teenage life.
- Performs other duties and responsibilities as assigned by their supervisor.