



Section: **Roles and Responsibility**  
Policy #: **1820**  
Policy: **Role of Religious Education Coordinator**  
Date Approved: November 1999  
Revision Dates:

## **Duties and Responsibilities**

- 1 Administration
  - a. Supervise the implementation of all Religious Education courses approved by the Bishop of Nelson.
  - b. Establish and maintain liaison with Principal and Chaplain.
  - c. Conduct regular meetings with Religious Education teachers-- Establish a Religious Education Department.
  - d. Coordinate an annual review and update of department goals, this also to include syllabus content and resource material.
  - e. Consult with Chaplain re: Eucharistic celebrations, staff and grade retreats.
  - f. Act as liaison with other departments within the school.
  - g. Establish liaison with the office of Religious Education for the Diocese of Nelson.
  - h. Submit one article per year to the Catholic Mountain Star.
- 2 Budget
  - a. Propose and administer a budget for the Religious Education programme.
  - b. Consult with the Principal re: needs and expenditures.
  - c. Make the necessary purchases in support of the Religious Education programme.
- 3 Programme Implementation
  - a. Ensure that instruction at each grade level satisfactorily meets the programme goals.
  - b. Ensure consistency at each grade level re: scope and sequence.
  - c. Be a resource for teachers in their teaching re: resources, content, etc.
- 4 Evaluation
  - a. Ensure consistency regarding assessment practices and procedures.
  - b. Coordinate ongoing evaluation of the programme at each grade level.

- c. Coordinate ongoing evaluation of student achievement relative to course learning outcomes.
  - d. Present an annual report.
- 5 Professional Development & In-Service
  - a. Affirm teachers in their ministry as catechists.
  - b. Provide leadership in coordinating professional development and in-service activities.
  - c. Be a resource, providing assistance to new teachers and to substitutes as deemed necessary.
- 6 Programming and Timetable
  - a. Assist the Principal in determining teaching assignments for the Religious Education programme.
  - b. Assist the Principal in determining scheduling needs for the Religious Education programme.