

JOB DESCRIPTION: Sunday School Superintendent*

1. Works with Parish Priest in the administration of the Sunday School.
2. Serves as primary liaison between staff and Christian Education Council. Follows through on all CEC memos and directives; passes on relevant information to staff.
3. Works with Parish Priest and community in recruiting staff.
4. Conducts regular staff meetings.
5. Makes staff and classroom assignments; ensures classroom coverage each Sunday.
6. Maintains attendance records and student directory.
7. Places curriculum orders and maintains supplies and equipment for the school.
8. Oversees appearance and cleanliness of school facilities.
9. Coordinates regular calendar of events, i.e., registration and picture day, teacher dedication ceremony, assembly programs, graduation, etc.
10. Supervises special events, i.e., holiday observances and festivities, performances, field trips, etc.
11. Directs publicities, i.e., emails, letters, flyers to parents, articles in parish newsletter or website/social media, etc.
12. Communicates needs and concerns to Parish Priest and Parish Council.
13. Submits annual report to Parish Priest.
14. *(Where applicable)* Prepares annual budget, pays bills in a timely fashion and manages financial matters of the school.

*These are the primary responsibilities of this position. Depending on school size and individual circumstances, some of these tasks can and should be delegated to others.

*Adopted for the Western Diocese of the Armenian Church, Christian Education Council
from the Diocese of the Armenian Church (Eastern), Department of Youth and Education, Christian Education*