



Job Description: Education Director

Position Objective: To lead the Education Department in promoting holistic sexual health throughout area schools, churches and other venues and supervise staff within the department.

Report To: Executive Director

Profile:

- A Committed Christian demonstrating a personal relationship with Jesus Christ as Lord and Savior
- Exhibits strong commitment and dedication to the pro-life position and sexual risk avoidance education
- Agrees without reservation to the Statement of Principle, Statement of Faith and Clarity policies
- Bachelors degree in appropriate field or equivalent experience
- Exhibit skills in public speaking and interpersonal communication, especially with teens & young adults
- Computer competence with particular proficiency in Microsoft PowerPoint presentation software
- Exhibits excellent organizational skills
- Self-motivated, dependable, responsible and able to carry out responsibilities with little or no supervision

Responsibilities:

1. Lead the Education Team in maintaining the highest standards for the *I Decide for Me, Transformed* and *My Best For You* programs.
 - Hire and supervise all Education Department personnel, including coordinating all employee records and completing an annual employee review for each department member.
 - Stay personally current and equip department personnel to stay current on sexual health issues and current events to be relevant and effective in teaching both students and parents. This includes reading books and articles, doing research and attending conferences.
 - Work with the other members of the Education Department to update statistics, other information and media content throughout all Clarity curriculums.
 - Manage the acquisition of and maintenance of adequate AV and computer equipment for Education Department.
 - Oversee identifying, training and supervising qualified staff that will maintain the excellence of the programs.
2. Work with Education Department's Administrative Assistant to establish and maintain an ongoing working relationship with area school administrators and faculty, marketing the curriculum to all relevant Elementary, Middle and High Schools in our six county areas.

3. Maintain the highest standards for the Elementary, Middle and High School / *Decide For Me* curriculum, keeping it medically accurate, age appropriate and culturally relevant—updating statistics, media and other information and materials in conjunction with other members of the Education Department.
4. Develop and maintain resources necessary to present curriculum to both students and parents.
5. Assist other members of the Education Department in presenting programs as requested in public and private schools and other venues. Write presentations as needed.
6. Oversee and/or perform routine office work as needed including making copies, returning phone calls and emails, etc.
7. Perform other tasks to support the overall objectives of Clarity. These include, but are not limited to: present at Clarity volunteer training and in-service workshops as requested; attend monthly Clarity staff meetings; write articles for Clarity newsletter and blog entries as requested; promote programs on radio stations as requested; assist with and attend Clarity fundraising events as needed.
8. Compile information from all members of the Education team and submit a monthly report to the Executive Director.
9. Work with Clarity Development Director, Friendraiser and Executive Director to promote Clarity ministries by speaking at churches and for area groups as requested.
10. Market to and work with other Pregnancy Resource Centers (PRC's) across Indiana in effort to aid them in implementing IDFM Sexual Risk Avoidance Education in their area.
 - Identify/contact PRC's without prevention education programming
 - Mentor willing PRC's in establishing prevention education programming
 - Market IDFM curriculum across Indiana
 - Conduct training on IDFM curriculum as needed
 - Maintain annual updates to IDFM curriculum and materials for PRC's who have purchased the program
11. Engage with elected officials and community organizations to establish Clarity as the thought leader and convener on the topic of sexual integrity.
12. Manage the Program Impact Evaluation (PIE) project
 - Work with Dr. Stan Weed (Research Institute, UT) to set rigors of evaluation
 - Implement recommendations to curriculum for optimal measurable outcomes
 - Collaborate with independent evaluators of data to collect and measure data
 - Develop partnerships with School Administrators for student participation

Compensation: Salaried (40+ hours per week)

The Education Director will receive a yearly written and oral evaluation from the Executive Director.