

## **Children's Religious Exploration (RE) Teacher Roles and Responsibilities**

Approved by the UUCWI Board of Trustees, February 14, 2012

Edited 5/1/2016

**Purpose of Position:** To provide a values-based Religious Exploration (RE) program for enrolled children, as developed by the Children's Religious Exploration Coordinator (CREC).

**Nature of Position:** This is variously a paid, or volunteer, position.

### **Key Responsibilities:**

- Prepare and teach curriculum as determined by the CREC
- Lead assigned class based on prearranged schedule
- Notify the CREC if a substitute needed
- Attend any necessary teacher training, workshops, and team meetings
- Communicate regularly with the CREC and/or team teachers (especially with regard to issues needed to ensure continuity for students)
- Perform all duties consistent with the UUCWI RE Safety Policy

### Registration and Attendance

- Take attendance and return form to the CREC
- Greet newcomers and guide them to the CREC
- Provide newcomers with registration forms and welcome packets if the CREC is unavailable

### Other Duties

- Notify the CREC of any physical space problems encountered (leaks, burned out bulbs, etc.)
- Inform the CREC of supplies needed during the year
- Obtain CREC approval in advance for any purchases for the RE program for reimbursement
- Submit receipt with "in-kind gift" indicated for purchases not requiring reimbursement for program tracking purposes

### **Knowledge and Skills Required:**

- Understand and agree with Unitarian Universalist principles
- Complete of background check to be performed by CREC
- Provide personal references upon request

**Selected by:** CREC

**Supervised by:** CREC