



POSITION SUMMARY

Formation Instructor - Girls

Position Overview

1. The Formation Instructor contributes to the integral formation of students motivating them to participate in apostolic activities. They actively promote the Christian life of all students entrusted to them. To accomplish this they provide a testimony of faith and apostolic zeal among students, parents, and school staff.
2. The Formation Instructor is responsible for cultivating the souls of the students, helping them to discover the greatness of being a child of God, introducing them to prayer, helping them to know and give the best of themselves, and motivating them to participate in the apostolic mission of the Church.
3. The Formation Instructor is a member of the school's integration team and supports the principal to achieve the mystique objectives of the school. This includes helping others to know, love, and imitate Jesus Christ following the Gospel principles.
4. The Formation Instructor carries out all their responsibilities with the awareness that they are above all an apostle of Christ especially with a testimony of faith, virtuous personal life, and professional dedication to the mission entrusted to them within the school.

Qualifications

5. When the position of Formation Instructor is filled by a lay person, he or she should meet the following qualifications:
 - a. University degree
 - b. Experience with a school of Integral Formation® is considered an asset
 - c. Significant experience with the formation of children and youth
 - d. Demonstrated leadership and teamwork skills
 - e. Demonstrated organization skills
 - f. Excellent written and verbal communication skills
 - g. Excellent social qualities, with a discreet, firm and kind character
 - h. Sound knowledge of and affinity for the Integral Formation® method of education
 - i. Practicing Catholic, with an excellent moral reputation and apostolic zeal for working for the Church

Reporting Structure

6. The Formation Instructor reports to the Formation Director.
7. The Formation Instructor is a member of the integration team presided by the principal.

Specific Responsibilities

8. The specific responsibilities of the Formation Instructor include, but are not limited to, the following:

- a. Supporting the formation of an upright conscience among students through formation dialogue
- b. Updating the Formation Director on the integral formation of students on a regular basis
- c. Communicating with the principal regularly with regard to family concerns and student issues
- d. Assisting Principal and Formation Director with parent formation program and parent evangelization
- e. Providing information to the Formation Director on the spiritual life of the school
- f. Promoting the integral formation of students through the principle of personalized attention
- g. Promoting the sacramental and spiritual life of the school
- h. Planning, promoting, and organizing activities that promote the spiritual life of the school, such as special liturgical seasons (Advent and Lent), adoration, Masses, Via Crucis (Way of the Cross), living rosary, etc.
- i. Overseeing the celebration of the liturgy, including the selection, scheduling, and training of altar servers and readers
- j. Coordinating annual retreats for students
- k. Elaborating on and implementing the Formation Instructor's annual program
- l. Teaching Catholic formation classes with professionalism and apostolic zeal to assigned groups. (The Formation Instructor should not teach full Catholic formation courses, but rather specific themes as requested by the Catholic Formation Coordinator)
- m. Cultivating a strong mystique and high degree of leadership among students
- n. Coordinating student apostolic committees as a means for integration, unity, and apostolic activity
- o. Organizing and monitoring the virtue program for grades 5-12, and measure progress throughout the year
- p. Assisting in faculty's professional development when necessary to provide training that encourages spiritual and integral formation for the students

Supporting Materials

Guidebooks, policies, and procedures are available in the School Manual to support the Formation Instructor in the execution and achievement of this position's specific responsibilities.