

Sunday School Superintendent Job Description

1. Answer to the Christian Growth Director; attend meetings of the Christian Growth Board.
2. Order curriculums for each Sunday School class and have delivered to church and distribute to teachers each quarter.
3. Recruit and maintain teacher staff.
4. Oversee communication to members concerning special events, classroom changes and Sunday school attendance
4. Maintain "esprit du corps" among teaching staff through quarterly meetings; maintain support system of record keepers, substitutes and helpers.
5. Be able to substitute for any member of the teaching or support staff without notice.
6. Coordinate with Special projects organizers for Christmas, Easter and other programs.
7. Support the teaching staff by overseeing the craft supplies needed by each classroom.