

Position Description for the Dean of Latinx Deacons' School of the Episcopal Diocese of Washington

The ministry of Dean of the Latinx Deacons' School is one of oversight in administration, recruitment of teachers, and continuing development of curriculum. The Dean models a ministry of teaching and pastoring students under one's care and assists those students in their understanding of ministry to the church and the world.

The Dean is called by the Bishop of Washington and serves under the supervision of the Archdeacon and the Canon to the Ordinary. This is a part-time (one-quarter) position with the Episcopal Diocese of Washington. It is expected that approximately 10 hours per week will be dedicated to this ministry

- I. Administrative Roles
 - a. Manages the calendar for the Latinx Deacons' School
 - b. Recruits teachers for course curriculum
 - c. With the Archdeacon, reports to the COM regarding formation materials and students
 - d. Assists with the preparation and organization, and is present for the discernment retreat for Latinx nominees for postulancy
 - e. Meets with the EDOW Formation and Leadership Team
 - f. Provides interpretation and translation services for full meetings of diaconal cohorts and committees of the Diocese.

- II. Curriculum Development
 - a. With the Archdeacon and COM, provides materials for all courses in the Latinx Deacons' School both academic and diakonia.
 - b. Reviews and seeks out resources - books, papers, media - for the Latinx school.
 - c. Organizes and archives curriculum and materials of the school on EDOW shared files.
 - d. Assists in the development of the social service and parish internship sites for Latinx student

- III. Teaching and mentoring
 - a. Teaches within the school
 - b. Establishes a mentoring relationship with students in the school
 - c. Provides interpretation and translation for courses taught in English.