



## THE EPISCOPAL DIOCESE OF WYOMING

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**Position Title:** *Dean of the Wyoming Iona School*

**Reports to:** Canon of Discernment

**Classification:** Education Leadership

**Status:** Full-Time, Exempt

### **Position Summary**

The Dean of the Wyoming Iona School oversees student spiritual and academic instruction, formation, and assessment. In collaboration with appropriate diocesan staff, the Dean is responsible for program planning, implementation, and evaluation. The Dean serves as the primary liaison between the Diocese of Wyoming and the Iona Collaborative at Seminary of the Southwest (SSW), participating regularly in deans' meetings, trainings, workshops, and retreats. The Dean also oversees the development of context-specific curriculum appropriate to ministry formation in the Diocese of Wyoming.

### ***Essential Responsibilities***

#### **Curriculum and Instruction**

- Design courses of study and classroom exercises, integrating materials provided by Seminary of the Southwest as appropriate.
- Maintain familiarity with Iona Collaborative and SSW materials, including newly released resources.
- Create and maintain uniform lesson plans across cohorts.
- Schedule, coordinate, and oversee all instructional cohorts.
- Facilitate classroom discussions and exercises as needed.
- Develop and maintain programs for lay licensing, continuing education, and ordination preparation.

#### **Student Formation and Oversight**

- Develop and maintain student learning objectives that reflect the skills and competencies required for leadership in the Episcopal Church in Wyoming.
- In collaboration with diocesan discernment staff and the Bishop, oversee student fieldwork placements.
- Coordinate with supervising clergy and congregations engaged in fieldwork.
- Document and track student performance using assessment tools developed in cooperation with the diocese and the Iona Collaborative.

#### **Student Advising and Discipline**

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- Meet regularly with students to review academic and formational progress.
- Recommend and implement remediation or acceleration plans as needed.
- Take appropriate disciplinary action, in consultation with diocesan leadership, when necessary.

### **Facilitator Recruitment and Oversight**

- Recruit facilitators in coordination with diocesan oversight.
- Train, mentor, and evaluate facilitators.
- Assess facilitator effectiveness in maintaining classroom expectations and delivering instruction.
- Guide facilitators in curriculum and lesson plan development using Iona Collaborative tools.
- Review and approve lesson plans for all facilitators.

### **Liaison to the Seminary of the Southwest Iona Collaborative**

- Attend monthly Iona Collaborative deans' meetings.
- Attend the annual Iona Collaborative deans' conference.
- Coordinate communication between the Diocese of Wyoming and the Iona Collaborative.

### **Fieldwork Partnership and Advisory Board Collaboration**

- Partner with the diocesan advisory board overseeing student fieldwork.
- Develop and maintain familiarity with potential fieldwork supervisors.
- Maintain the fieldwork guide, including supervisor expectations, student performance criteria, and diocesan reporting requirements.
- Host orientation programs for fieldwork supervisors and students.

### **Communications and Diocesan Engagement**

- Travel regularly to congregations throughout the diocese as a representative of the Wyoming Iona School.
- Cultivate relationships with individuals discerning calls to lay or ordained leadership.
- Respond to formation needs identified within congregations.
- Cultivate opportunities for collaboration with neighboring dioceses and invite participation in the Wyoming Iona School.

### ***Core Competencies and Qualifications***

- Minimum of 5 years of experience in education and/or leadership, or an equivalent combination of education, training, and experience
- Experience in Episcopal parish life
- Innovative and creative approach to theological education and formation
- Strong organizational, interpersonal, and pastoral skills
- Comfort with and ability to travel regularly
- Technological proficiency in educational and communication tools
- Financial and budgeting proficiency

### ***Work Environment and Physical Requirements***

- Remote work but travel throughout the diocese is required.
- Ability to communicate effectively in person and via telephone, computer, and video conferencing.
- Ability to lift up to 25 pounds
- Ability to navigate stairs and speak clearly in public settings.
- Availability for evening and weekend responsibilities

### ***Compensation and Benefits***

- Salary range starting at \$60,000
- The Diocese of Wyoming offers a comprehensive benefits package, including medical and dental coverage and participation in the Church Pension Fund.

### ***Equal Opportunity Statement***

The Episcopal Diocese of Wyoming is an equal opportunity employer. All applicants will be considered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability