



MUSIC TEACHER-MINISTER POSITION DESCRIPTION

Position Title: Music Teacher
Status: Full-time, exempt, Monday through Friday
Reports to: Principal (or designee)

POSITION SUMMARY:

The Catholic School Teacher-Minister serves as instructor of the school's religious and academic programs for the students. The Teacher-Minister is tasked with designing and implementing engaging lessons that broaden the student's understanding of the subject area. The Teacher-Minister is expected to uphold and model the school's Catholic identity, integrate faith teaching into their classroom and exemplify Catholic teachings and values in their actions. The Teacher-Minister works to broaden understanding of his/her field and maintains professional development goals. The Teacher-Minister encourages positive relationships and communication between students, and contributes to a wider atmosphere of Christian respect throughout the school.

The Music Teacher forms students to love truth, beauty, and goodness through weekly Music instruction to students in Kindergarten through grade eight. He or she guides students to appreciate the rich patrimony of classical and liturgical music and increases their knowledge and skill in reading music, performing music, and praying with music, both instrumentally and vocally.

CREDENTIALS & EXPERIENCE:

- The ideal candidate is a practicing Catholic, committed to supporting and advancing the mission of Catholic education and able to incorporate a Catholic worldview in his or her teaching. He or she understands and upholds the teachings of the Catholic Church and exemplifies Catholic living both in and out of the classroom.
- Required credentials:
 - Completion of the Archdiocese of Cincinnati's Safe Environment Program;
 - Bachelor's degree in music education or related field;
 - Valid teaching license issued by the state of Ohio or ability to obtain an Ohio Department of Education license/certification.
- Experience teaching in a classroom setting, with strong classroom management skills.
- Ability to work collaboratively with administration, homeroom teachers, the Director of Music for St. Gertrude Parish, and other personnel in the school.
- Piano competency (or another accompanying instrument)
- Vocal competency

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Designs, executes, and evaluates lessons for students in Kindergarten through grade eight. Completes and submits lesson plans that are reflective of the school's curriculum standards and the Graded Course of Study for Music, with special emphasis on classical and liturgical music.
2. Monitors student growth through regular assessments of student performance. Maintains grades and prepares grade reports.
3. Communicates regularly with students and parents.

4. Directs the school's musical productions: the Christmas Pageant (December) and Primary Program (March).
 - a. Christmas Pageant:
 - i. Meets annually with the administration to review proposed plans and musical selections and to schedule practices;
 - ii. Prepares students who will sing in the Pageant, including whole classes and soloists;
 - iii. Works with the teacher committee planning the event to coordinate preparations and execution of the event;
 - iv. Solicits parent volunteers as needed;
 - v. Works with the Administrative Assistant to prepare the printed program.
 - b. Primary Program:
 - i. Meets annually with the administration to review proposed plans and musical selections and to schedule practices;
 - ii. Prepares students for the program;
 - iii. Meets with the primary teachers to assign speaking roles and coordinate practice times;
 - iv. Solicits parent volunteers as needed to help with costumes and set;
 - v. Works with the Administrative Assistant to prepare the printed program.
5. Prepares students to participate in weekly School Masses and other liturgical and devotional celebrations including Rosary Procession (October), Faith Rally (January/February), and May Crowning (May).
 - a. Weekly Mass
 - i. In August, meets with the Principal and Director of Music for St. Gertrude Parish to determine priorities for Mass planning for the year.
 - ii. Meets monthly with the Director of Music for St. Gertrude Parish to select hymns and plan the musical settings to be used for the sung Mass parts;
 - iii. Devotes class time to practicing the responsorial psalm, sung Mass parts, and hymns for upcoming Masses;
 - iv. Increases students' repertoire of traditional Catholic hymns.
 - v. Directs the children's choir at school Masses and events;
 - b. Rosary Procession and May Crowning
 - i. Two months prior to the events, meets with the Principal to begin planning.
 - ii. In consultation with the Director of Music, chooses hymns for the programs, and uses class time to practice with the students.
 - iii. Directs the children's choir;
 - iv. Works with the Administrative Assistant to prepare the printed program.
 - c. Faith Rally
 - i. Develops a list of songs, and submits them to the Principal for approval;
 - ii. Creates playlists of the songs, and shares with the teachers to play during available time in the months leading to the Faith Rally;
 - iii. Schedules musicians to lead the music;
 - iv. Practices songs with the students;
 - v. Works with the 8th grade students to develop hand motions;
 - vi. Works with the Administrative Assistant to prepare the printed program.
6. Manages the inventory of musical instruments and materials in the St. Cecilia Music Room and provides for their care and upkeep.
7. Supervises, maintains, and assists in use of the stage and A/V equipment for school performances and assemblies.
8. Leads daily prayer at the beginning of classes and participates in school liturgies.
9. Escorts students to classrooms and other areas as required.

10. Participates on faculty committees and assists with duties such as lunch and recess supervision and arrival and dismissal supervision.
11. Engages in professional development to continue his/her understanding of the subject area and the mission of Catholic education.
12. Maintains Individual Professional Development Plan (IPDP). Meets regularly with the administration to evaluate progress on goals.
13. Participates in classroom observations and annual evaluation by the administration.
14. Maintains positive lines of communication with other faculty, support staff, and members of the administrative team.
15. Understands and follows all Parish/School, Archdiocesan Educational, and other Archdiocesan policies, as well as the Teacher-Minister Contract.
16. Attends faculty meetings, department meetings, and other meetings and events as noted in the Faculty Handbook.
17. Other duties as assigned by the Principal.

PHYSICAL/MENTAL REQUIREMENTS:

- Requires appropriate coordination, balance and manual dexterity; mental, visual and audial ability; and ability to lift, stoop, handle, reach and carry as required in a normal classroom environment.
- Ability to effectively communicate both verbally and in writing with various constituencies;
- Ability to use a personal computer, telephone and other office equipment.
- Requires ability to escort and monitor students in a variety of locations with noise, activity, and inclement weather. Must be able to traverse stairs, up and down.

SUPERVISION RECEIVED: The Principal (or designee)

Employees of St. Gertrude Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Gertrude Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

Note: This job description is intended to provide a general overview of the responsibilities, skills, and qualifications required for the Music Teacher-Minister. It is not exhaustive and may be subject to change based on organizational needs and priorities.

ACKNOWLEDGEMENT

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date