



Growth. Values. For Life.

LOWER / MIDDLE SCHOOL MUSIC TEACHER & BAND DIRECTOR
JOB DESCRIPTION

Department: Lower School and Middle School
Supervisor: Lower and Middle School Principals
Status: Full-Time

POSITION OVERVIEW:

The Lower/Middle School Music Teacher and Band Director is responsible for overseeing and developing music and performing arts program in the Lower and Middle School divisions.

The Lower/Middle School Music Teacher and Band Director will embrace diverse learning approaches that reach a range of learners; will foster a student-centered classroom environment; and will work collaboratively with colleagues in other curricular areas. This position involves working with students and parents from Montessori-age 2.5 through Eighth Grade.

SPECIFIC DUTIES:

Academic Environment

- Teach general music curriculum for each grade from Montessori through Eighth Grade by creating and executing lesson plans specific to each respective grade level.
- Build and lead the Lower and Middle School band programs.
- Direct and oversee the Third Grade play.
- Direct and oversee the Early Childhood Christmas Concert.
- Direct and oversee other grade-level performances in collaboration with the Lower School Principal and teachers.
- Coordinate and direct Grandparents Day performances.
- Meet and instruct assigned classes in the locations and at the times designated by the teacher schedule distributed by the Principal.
- Inspires students through enthusiasm for course content and student growth.
- Prepare for assigned classes by creating robust lesson plans that align with the course curriculum designated by the Lower School Principal.
- Engage families in understanding and enjoying the learning of the classroom. Family engagement will consist of weekly/daily, consistent two-way communication. Must be skilled in navigating challenging yet constructive conversations with parents.
- Develop and maintain a safe and inviting classroom environment conducive to learning.
- Demonstrate proficiency through careful lesson planning and content expertise.
- Utilize various assessment tools to evaluate student growth and learning, including formative and summative assessment.

- Achieve a balance between instructional and assessment time that prioritizes authentic learning.
- Continually assesses curriculum and teaching to ensure inclusiveness for ability, race, ethnicity, and socio-economic sensitivity.
- Review assessment data to inform instructional strategies. Uses data to make decisions for students requiring more advancement and/or remediation.
- Demonstrate knowledge of students' strengths, challenges, and learning styles.
- Write midterm and end-of-term reports, specifically, progress reports and report cards.
- Knowledge of social-emotional learning (SEL) and incorporate SEL into daily classroom experiences.
- Knowledge in educational technology, and use of blended learning techniques where applicable.

School Community

- Be present on campus when not fulfilling teaching obligations to prep and complete duties as assigned by Lower and/or Middle School Principals.
- Attend Back to School Nights, Conferences, Open Houses, school-sponsored extracurricular events, pep rallies, assemblies, community meetings, special events, etc. and serves as chaperone, as required.
- Attend monthly division and department meetings.
- Demonstrate support of students through attendance at social and extracurricular events across divisions.
- Serve as a positive ambassador for Ursuline Academy in the community.
- Act as a champion of Ursuline's Fine Arts programs and community by promoting the music program as part of the school's Catholic identity and community life.
- Demonstrate a willingness to serve the school community with time and talents in activities outside of the classroom.
- Assist in upholding and supporting school rules.

Communication

- Maintain an updated course page and accurate, up-to-date student records.
- Post major assignments/assessments on the Test Calendar at least 1 week prior to due date.
- Write specific, individual, and constructive comments on report cards/progress reports
- Actively communicate with students and families within 24 hours when students' performance is of concern.
- Communicate timely with parents as needed.
- Respond to any parent communication within 1 business day and documents phone communication with follow-up email.
- Post grades to online gradebook in a timely manner.

Professionalism

- Exhibit expertise in curricular area(s) by remaining up-to-date on research and trends, attending professional development opportunities, when needed.
- Model professional qualities of discretion, confidentiality, and respect through interpersonal relationships with colleagues, students, and families.
- Responds to observational feedback and incorporates strategies and skills from professional development into instruction.

- Perform duties as assigned including car line, cafeteria monitoring, library coverage, etc. as required by Principal.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Attend and actively participates in all meetings and in-service days.

Alignment with Mission, Core Values and Portrait of an Ursuline Educator

- Actively uphold the school policies and procedures detailed in the Employee Handbook and Faculty Handbook.
- Attend school liturgies, prayer services, retreats, and other mission-directed events or activities, as planned.
- Actively monitor and ensure student adherence to Student Handbook policies and procedures.
- Model desired behaviors for students both in and out of the classroom, including maintaining standards of classroom and school behaviors.
- Enthusiastically engage in professional development activities designed to support professional growth.

QUALIFICATIONS:

- Bachelor's Degree required; Fine Arts or Music Education degree or commensurate experience preferred
- Master's degree preferred; Certification strongly preferred.
- Completion of student teaching; 3-5 years of experience preferred.
- Demonstrated understanding of educational technology integration in the classroom.
- Demonstrated understanding of effective teaching strategies for different learning styles and aptitudes.
- Ability to develop supplemental materials and/or projects/unit of study.
- Strong interpersonal and communication skills, including presentation, listening and observational skills.
- Excellent organizational, prioritization, and time management skills including the ability to plan and manage projects.
- Strong analytical and problem-solving skills.
- Ability to work effectively with students, teachers, parents, volunteers and school administration from diverse backgrounds.
- Ability to navigate challenging situations with discretion and diplomacy.
- Ability to work independently as well as collaboratively in a team environment.
- Passion for bettering the lives of students.
- Desire to seek out professional development activities related to the latest instructional strategies, student growth and best pedagogical practices.
- Willingness to be an active, enthusiastic member of the Ursuline community.
- Ability to maintain confidentiality at all times regarding the Ursuline community.

PHYSICAL DEMANDS:

Work is primarily performed in an indoor environment. The position requires frequent walking, standing, sitting, reaching, and lifting up to 25 pounds. Specific vision ability required, including close, distance, peripheral vision, and ability to adjust focus. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The noise level in the work environment is moderate. The employee may be exposed to possible extreme weather conditions, and infectious diseases. While performing the duties of this job the employee will occasionally be exposed to weather conditions of extreme cold and or extreme heat.

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