URSULINE ACADEMY

Growth. Values. For Life.

LOWER / MIDDLE SCHOOL MUSIC TEACHER JOB DESCRIPTION

Department: Lower School and Middle School
Supervisor: Lower School Principal
Status: Part-Time (approximately 10 hours/week)

POSITION OVERVIEW:

Ursuline Academy seeks an enthusiastic, collaborative, and skilled Band and Piano Teacher to inspire a love of music and develop the musical talents of elementary and middle school students. This part-time position offers an exciting opportunity for a music educator who is passionate about instrumental instruction, ensemble performance, and helping young musicians grow in confidence, discipline, and artistry.

The ideal candidate brings knowledge of multiple instruments, experience directing ensembles, and the ability to engage students with a range of musical abilities and experience levels. The teacher will lead regular band rehearsals, develop and direct the school's concert band, provide piano instruction to 4th and 5th graders 1 time per week, and prepare students for performances throughout the school year, including Christmas concerts, the spring show, Grandparents Day, and other community events.

As Ursuline Academy continues to invest in the future of the performing arts, this position offers an opportunity to contribute to exciting new programming and help shape the musical offerings of the McConnell Center for the Performing Arts, scheduled to open in 2028. The successful candidate will join a community of dedicated arts professionals committed to creativity, collaboration, and providing students with meaningful opportunities to discover and share their talents.

SPECIFIC DUTIES:

Instrumental Music Instruction

- Provide engaging, developmentally appropriate band and piano instruction for elementary and middle school students.
- Demonstrate knowledge of and proficiency across multiple band instruments, supporting students in developing foundational skills, technique, musical literacy, and performance confidence.
- Plan and deliver purposeful rehearsals that develop individual musicianship, ensemble skills, listening, collaboration, and musical expression.
- Adapt instruction to meet students' varied abilities, experience levels, and learning needs.
- Foster a positive, inclusive, and encouraging environment that celebrates musical growth and student achievement.

Band and Ensemble Leadership

- Lead band rehearsals at least twice per week, with scheduling coordinated around the school's academic calendar and program needs.
- Direct and develop a school concert band, establishing clear expectations for preparation, participation, musical growth, and ensemble performance.
- Select appropriate repertoire that challenges and inspires students while reflecting a range of musical styles and abilities.
- Build a strong ensemble culture grounded in teamwork, responsibility, perseverance, and a shared commitment to musical excellence.
- Identify opportunities to expand instrumental ensembles and performance experiences as the program grows.

Performances and Community Engagement

- Prepare students for performances throughout the academic year, including:
    - Christmas concerts and holiday performances
    - Spring show
    - Grandparents Day
    - School liturgies, assemblies, and special events, as appropriate
    - Additional concerts and community performances that support the school's performing arts program
- Coordinate repertoire, rehearsal schedules, performance logistics, and student preparation in collaboration with school colleagues.
- Help students develop the confidence and professionalism needed to perform for a live audience.
- Contribute to a vibrant performing arts culture that celebrates student achievement and strengthens connections across the school community.

Collaboration and Program Development

- Collaborate with the Lower School Principal, other school leaders, classroom teachers, and performing arts colleagues to support the school's academic and co-curricular goals.
- Work alongside music, theater, dance, and other arts professionals to develop opportunities for interdisciplinary collaboration and student performance.
- Contribute ideas and initiative toward the continued growth of Ursuline Academy's instrumental music and performing arts programs.
- Participate in planning for the future McConnell Center for the Performing Arts, helping envision new ensembles, performances, instructional opportunities, and collaborative arts experiences.
- Support the development of a cohesive, engaging performing arts experience for students across elementary and middle school.

Communication and Student Support

- Maintain clear, timely, and professional communication with parents and caregivers regarding student progress, rehearsal expectations, performance schedules, and program updates.
- Establish clear expectations for attendance, preparation, practice, and participation.

- Encourage students through constructive feedback, celebrating progress while helping them develop independence and accountability.
- Communicate proactively with school leadership regarding student needs, program successes, scheduling, and opportunities for improvement.
- Attend Back to School Nights, Open Houses, school-sponsored extracurricular events, pep rallies, assemblies, community meetings, special events, etc., as appropriate.
- 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.
- Uphold school policies, student safety expectations, and the values and mission of Ursuline Academy.

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.
- Uphold school policies, student safety expectations, and the values and mission of Ursuline Academy.

QUALIFICATIONS:

- Bachelor's Degree in Music Education, Music Performance, or a related field preferred; commensurate experience may be considered
- Experience teaching instrumental music and/or piano to elementary and middle school students.
- Demonstrated knowledge of multiple band instruments and the ability to support students across instrumental sections.
- Experience conducting a concert band, school ensemble, or comparable musical group preferred.
- Strong musicianship, instructional skills, rehearsal management, and repertoire selection abilities.
- Creativity, initiative, and a willingness to help grow and expand a developing performing arts program.
- Commitment to fostering a welcoming, student-centered environment where young musicians can thrive.
- 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.
- 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.
- 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.

Employee Name: _____

Employee Signature: _____

Date: _____

Updated October 2026