

## **Diocese of Sacramento**

### **JOB DESCRIPTION**

DEPARTMENT: Saint Mel School

POSITION: Music Teacher

CATEGORY: Exempt

POSITION STATUS: Part Time (19 hours/week)

SUPERVISOR: Principal

RATE OF PAY: \$25/hour

### **JOB SUMMARY**

Responsible for developing and delivering music education to students in grades TK-8, incorporating both secular and sacred music traditions. The teacher fosters an appreciation for music, teaches basic music theory, vocal and instrumental techniques, and organizes performances, including liturgical music for school Masses and religious events. The teacher works to integrate Catholic values and teachings into their lessons, collaborate with faculty to enhance the school's religious and educational mission, and create a nurturing and inclusive classroom environment.

### **ESSENTIAL FUNCTIONS: General Responsibilities**

- The teacher establishes a faith-filled environment
- The teacher demonstrates leadership with students, parents, faculty and staff
- The teacher demonstrates knowledge of content and facilitates learning for students without specific direction using considerable judgment
- As part of the educational ministry of the Diocese of Sacramento, leads daily prayer, plans and participates in school liturgies
- Maintains effective classroom management and cultivates an atmosphere conducive to learning
- Confers with principal and staff in the planning and development of curriculum and pedagogy
- Actively participates in teacher collaboration and articulation
- Plans instruction carefully and implements content effectively
- Organizes and prepares resources for students
- Participates in ongoing training and maintains the appropriate Catechist Certification
- Incorporates technology into the learning environment within the classroom

### **Liturgical & Performance Responsibilities**

- Leads and coordinates the Saint Mel School Choir for school liturgies, performances, and special events
- Plans, rehearses, and provides music for all school Masses and religious celebrations throughout the school year

- Organizes, directs, and oversees the annual Christmas Pageant in collaboration with faculty, staff, and administration
- Prepares students for performances that support the spiritual, academic, and community life of Saint Mel School
- Collaborates with faculty and administration to integrate music into schoolwide events and Catholic traditions

### **Record Keeping Responsibilities:**

- Maintains grading records and updates computer grading system at least weekly
- Prepares report cards for distribution at the end of each grading period
- Records daily attendance of students
- Completes all required forms and reports as designated by administration

### **Meeting Responsibilities:**

- Attends all school events, such as but not limited to, Catechetical Sunday, Back to School Night, Open House, graduation; as well as, all faculty, professional development, ongoing catechesis, and other meetings as established and scheduled by the principal and the Catholic School Department

### **MINIMUM QUALIFICATIONS:**

#### **Education:**

- Bachelor's degree with teaching credentials, or
- Bachelor's degree with seven years as a full-time teacher in the Diocese of Sacramento, or
- Master's degree with five years as a full-time teacher in the Diocese of Sacramento, or
- Doctoral degree with three years as a full-time teacher in the Diocese of Sacramento

**Experience:** Previous instructional experience preferred

#### **Skills / Knowledge:**

- Practicing Catholic with general knowledge and understanding of the Catholic Church
- Confirms knowledge of St. Mel School mission
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by St. Mel School
- Establishes and pursues professional growth goals through coursework, research, conferences, workshops, and other development opportunities
- Complies with guidelines established for blood borne pathogen, CPR, and first aid training
- Demonstrates excellent written and verbal communication skills
- Displays proficiency in Microsoft Word, Excel, and computerized software

- Displays proficiency in iPad usage and applications, and in integrating technology into the curriculum
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

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EMPLOYEE SIGNATURE      DATE

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SUPERVISOR SIGNATURE      DATE