

Diocese of Sacramento

JOB DESCRIPTION

DEPARTMENT: Regional School at St. Robert Parish **POSITION:** Music Teacher (Part Time)
CATEGORY: Non-Exempt **POSITION STATUS:** Part Time

SUPERVISOR: Principal

JOB SUMMARY:

The part-time music teacher respects Catholic values and supports students in Christian formation by exemplifying Catholic living both in and out of the classroom. The music teacher is accountable to the principal and is expected to provide quality music instruction to the grades and/or classes assigned, to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento and the staff and parent handbooks of Regional School at St. Robert Parish, and to adhere to the directives set by school administration.

ESSENTIAL FUNCTIONS:

The music teacher establishes a faith-filled, creative, and joyful learning environment, demonstrates leadership and content knowledge in music education, and facilitates student growth using sound professional judgment.

General Responsibilities:

- Integrates Catholic values and sacred music traditions into instruction, fostering an appreciation for music as an expression of faith
- Leads and supports music for school liturgies, prayer services, and sacramental celebrations, including preparation of student singers and instrumentalists as appropriate
- Participates in school prayer and other faith community activities as scheduled
- Maintains effective classroom management and cultivates a safe, encouraging atmosphere conducive to musical learning
- Plans and implements a music curriculum aligned with diocesan, state, and school standards across assigned grade levels
- Organizes and prepares instruments, sheet music, and other resources for instruction
- Teaches assigned music classes covering areas such as music theory, vocal technique, rhythm, and music appreciation
- Provides guidance and support to students of varying musical backgrounds and abilities
- Evaluates and assesses student participation, effort, and musical skill development
- Confers with principal and staff in the planning and development of music curriculum and school performance events
- Plans and directs student musical performances, concerts, and programs as assigned
- Incorporates technology and digital music tools into the learning environment where appropriate
- Exhibits flexibility in the day-to-day school environment
- Communicates professionally and in a timely manner with the principal, colleagues, parents, and students
- Supervises and accepts responsibility for the safety and well-being of each student during music class and assigned duties
- Adheres to the Code of Ethical Conduct
- Complies with all workplace policies contained in the Diocese of Sacramento Lay Personnel Handbook, including but not limited to employee standards of conduct, policy against harassment, electronic communications policy, and social media policy
- Completes background checks, Safe Environment training, and provides proof of a negative TB test prior to employment

- Performs additional duties as requested by the principal

Record Keeping Responsibilities:

- Maintains grading and participation records and updates computer grading system regularly
- Prepares report card grades for distribution at the end of each grading period
- Records daily attendance of students
- Maintains an inventory of instruments, sheet music, and music department equipment
- Completes all required forms and reports as designated by administration

Meeting Responsibilities:

- Attends required school events such as Catechetical Sunday, Back to School Night, Open House, and graduation as directed by the principal
- Leads or contributes to musical components of school events and liturgical celebrations as assigned
- Attends faculty meetings, professional development sessions, and other meetings as established and scheduled by the principal, commensurate with part-time status

Other Responsibilities as designated by the principal:

MINIMUM QUALIFICATIONS:

Education:

- Bachelor's degree in Music Education, Music Performance, or a related field with valid teaching credentials, or
- Bachelor's degree with documented experience as a full-time or part-time music teacher in a comparable school setting, or
- Equivalent combination of education and experience as approved by the principal

Experience:

Previous instructional experience in music education preferred; experience leading liturgical music or choral/instrumental programs in a Catholic school or parish setting is a plus

Skills / Knowledge:

- Practicing Catholic with general knowledge and understanding of the Catholic Church and its liturgical music traditions
- Confirms knowledge of Regional School at St. Robert Parish mission
- Proficiency in vocal and/or instrumental music instruction across multiple grade levels
- Strong sight-reading skills and knowledge of music theory
- Ability to direct choral and/or instrumental ensembles and prepare students for public performance
- Ability to adapt instruction to multiple grade levels and varying musical backgrounds and abilities
- Provides proof of existing Catechist Certification or completes Catechist training and provides proof of certification prior to the deadline designated by Regional School at St. Robert Parish

- 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 music applications, and in integrating technology into the music curriculum (e.g., notation software, digital audio tools)
- Establishes rapport, works independently, and maintains strict confidentiality and professional ethics

EMPLOYEE SIGNATURE DATE SUPERVISOR SIGNATURE DATE

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