

## Job Description

## Music Teacher Position

St. Joseph School, located in Fairhaven MA is seeking a Music Teacher for the upcoming school year. The teacher would be responsible for all music lessons in Grades Preschool-Grade 5. This position is equivalent to two school days per week. There is flexibility in creating the Music schedule for the school year.

Candidates must have a Bachelor's Degree and teacher certification/licensure is preferred. Candidates having academic preparation in or experience teaching music is preferred. Candidates should be committed to academic excellence and team collaboration, and must also be able to support the mission of a parish Catholic school.

### **Job Title: Music Teacher**

**Job Summary:** To plan, organize and implement an appropriate instructional program in an elementary learning environment that guides and encourages students to develop and fulfill their academic potential in music. Work is performed under the supervision of the Principal.

Essential functions of the job may include but are not limited to the following:

- Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning.
- Develop lesson plans and assessments that are in accordance with established procedures.
- Instruct and monitor students in the use of learning materials and equipment, including various instruments.
- Use relevant technology to support and differentiate instruction.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Maintain accurate and complete records of students' progress and development.
- Update all necessary records accurately and completely as required by laws, district policies and school regulations.
- Prepare required reports on students and activities.
- Participate in department, school, district and parent meetings as assigned.
- Communicate necessary information regularly to students, colleagues, and parents regarding student progress and student needs.
- Establish and communicate clear objectives for all learning activities.
- Prepare the learning environment for class activities.
- Provide a variety of learning materials and resources for use in educational activities.
- Observe and evaluate students' performance and development.

Other functions of the job include but are not limited to the following:

- Lead and execute annual music related events such as the Christmas Pageant.
- Assist in the leadership of the Student Choir for Mass and worship music.
- Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
- Participate in appropriate professional activities as assigned by the school.
- Participate in extracurricular activities such as social activities, sports, and student organizations as directed.
- Other duties as assigned.

Candidates should submit a letter of interest and resume to: Denise Peixoto, Interim Principal, via E-mail [dpeixoto@catholicsa.org](mailto:dpeixoto@catholicsa.org).

If contacted for an interview, candidates will also be asked to submit letters of reference, and – if offered a position—candidates will need to supply a Pastor’s or Priest’s certification of an active and appropriate faith life as well as successfully complete all required background checks, including fingerprinting.