

Title: Lower School Music Teacher
Classification: Salary; Exempt

Status: Full-time; 9.5 months
Reports to: Director of Parish Arts

JOB SUMMARY

Parish Episcopal School seeks an experienced, innovative, and nurturing Lower School Music Teacher to join a dedicated arts team. This teacher builds rapport and communicates well with students, colleagues, and parents in addition to being flexible, adaptable, and creative. This full-time position reports to the Director of Parish Arts. In addition to teaching lower school music classes, this position is responsible for playing piano music for daily chapel services and leading an after-school choir.

Parish Episcopal School is a Pre-k through 12th grade coeducational private school of approximately 1190 students located on two campuses in north Dallas. Parish is committed to a high-quality college preparatory experience and engaging students in a balanced learning environment through challenging core curriculum and strategic programs that develop and inspire.

The principles guiding Parish:

- Honor student voice and choice in learning.
- Meet students where they are, helping them reach new levels of mastery as they are ready.
- Help students develop enduring habits of mind which are transferable to a lifetime of learning and excelling.
- Create learning conditions which engage students in authentic, meaningful work.

At Parish Arts, we encourage creativity through meaningful immersive experiences that nurture and ignite passions for the performing and visual arts. We strive to enrich the lives of students and foster belonging in the community as performers, creators and appreciators of all arts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Create a classroom environment that promotes an exemplary learning community: enriched by differences and informed through inquiry.
- Plan and implement clear, well-thought-out lesson plans that focus on student-first, hands-on, experiential learning and real-world situations, and generate enthusiasm and academic excellence in the classroom.
- Use a variety of developmentally appropriate instructional and assessment methods to meet the needs of all learners and provide varied forms of feedback on learning.
- Communicate in a timely, clear, and effective manner with students, parents, and colleagues, informally and formally.
- Highlight students' successes and areas of growth through assessment.
- Serve as a dynamic colleague and professional, collaborating with department and divisional colleagues.
- Actively participate in the music department's work, including innovative curriculum development and contributing to and supporting performances in and out of school.
- Monitor the academic, personal, emotional, and social progress of students.
- Adhere and aspire to Parish Episcopal "Characteristics of Effective Teaching".
- Promote the School's statement of mission and philosophy.
- Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
- The use of technology in instruction is an expectation as well as being able to provide a basic level of support to students in a BYOD environment. Also, candidates should be proficient in utilizing technology for administrative functions including grading, attendance, resource sharing, and communications.
- Assist with extracurricular activities and all other duties as assigned.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

- Attends Staff Development and Division Meetings
- Attends School Functions as needed
- Attends Conferences for Professional Development
- Attends Department Meetings
- Attends Daily Chapel
- Attends school events such as Lower School 'Meet the Teacher' night, Admission Open Houses, Field Trips/Class Trips, Concerts and other Parish Arts and Lower School events

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

Education and Experience:

- Bachelor's Degree; relevant Master's Degree preferred
- 3-5 years' music teaching experience preferred
- Experience in Kodály, Orff, or Conversational Solfege, certification preferred

Job Knowledge, Skills, and Abilities:

- Provides individual and small group instruction to students for vocal development and performance preparation.
- Proficiency and comfort in playing piano.
- Creativity in curriculum development, project-based learning and differentiated lesson planning for Lower School music classes.
- Ability to interact with parents, faculty and staff, and handle confidential material and situations with discretion and sensitivity.
- Organizational skills for rehearsals and large-scale performances.
- Collaborate with administration, grade level teams and peer arts faculty to produce high quality music programs for the Lower School.
- Manage program budget, including forecast, purchase and management of classroom supplies and equipment.
- Strong communication skills, a sense of humor, humility, and empathy.
- Able to set goals and accept professional feedback.
- Must meet the physical and mental requirements of the position.

WORKING ENVIRONMENT | PHYSICAL AND MENTAL REQUIREMENTS

These are the physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these requirements will not automatically disqualify a candidate or employees from the position. Upon request for a reasonable accommodation, the School may be able to adjust or excuse one or more of these requirements, depending upon the requirement, the essential function to which it relates, and the proposed accommodation.

Working Environment:

- Office Environment
- Classroom Environment
- Works Primarily with Students
- Works Primarily with Adults; Some Exposure to Students
- Travel - Light
- Travel - Heavy
- Evening and/or Weekend Commitment - Light

- Evening and/or Weekend Commitment - Heavy
- Inside
- Outside
- Works with Others
- Works Alone
- Extreme Heat
- Extreme Cold
- Noise

Physical Requirements:

- Seeing
- Color Perception
- Hearing
- Clear Speech
- Touching (Hand and Finger Dexterity)
- Sitting

- Fine Finger Manipulation in Use of Computer
- Standing
- Ability to Move Distances
- Hillcrest Campus includes 5 buildings, 10 acres
- Midway Campus is 350,000 square feet, 50 acres
- Driving
- Climbing
- Balancing
- Kneeling
- Crawling
- Reaching
- Twisting or Bending at Waist

- Pushing or Pulling
- Lifting 0 - 20 pounds
- Lifting 0 – 40 pounds
- Lifting 0 – 75 pounds
- Carrying 0 - 20 pounds
- Carrying 0 – 40 pounds
- Carrying 0 – 75 pounds

Mental Requirements:

- Reading - Simple
- Reading - Complex
- Writing - Simple
- Writing - Complex
- Clerical
- Basic Math Skills

- Analysis and Comprehension - Simple
- Analysis and Comprehension - Complex
- Decision Making - Simple
- Decision Making – Complex
- Exercise Discretion - Simple
- Exercise Discretion - Complex

The School believes that each individual is entitled to equal employment opportunity without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, veteran status or any other characteristic protected under federal, state, or local anti-discrimination laws. The School's equal employment opportunity practices extend to recruitment, hiring, selection, compensation, benefits, transfer, promotion, training, discipline, and all other terms, conditions, and privileges of employment. All Employees are responsible for complying with the School's equal employment opportunity policy.
