



Head of the Music Department

About The Birch Wathen Lenox School

Since 1916, BWL, a K–12, co-educational, college preparatory independent school, has stood out on the Upper East Side of Manhattan as one of the most close-knit institutions the big city has to offer its most promising young people. Inside our unassuming brownstone building is a beyond-supportive community of experienced educators and devoted families who are committed to a mission of fostering growth and celebrating the individual differences of every student. To find out more, visit www.bwl.org.

Position Description

We are seeking an enthusiastic, dynamic, and experienced full-time **Head of the Music Department** to join our faculty. The ideal candidate will have a strong background in music education, extensive experience teaching across grades and divisions, an understanding of how to design curriculum for lower school classes, and a passion for inspiring young learners. The teacher will oversee the school's K–12 music program, teach classes across divisions with a specific focus on K–5 general music, direct choral ensembles in 3rd–8th grades, and mentor an assistant teacher while working collaboratively with faculty and administration to support a thriving performing arts culture.

This individual must be a self-starter but also appreciate working as part of a team of musicians and educators. The teacher will report directly to the Chair of the Performing Arts Department and the Directors of the Lower and Middle School.

General Music Responsibilities

- Lead and oversee the **K–12 music program**, ensuring a cohesive and developmentally appropriate curriculum across grade levels
- Design and deliver engaging, age-appropriate general music lessons aligned with NYS Learning Standards.
- Develop and implement a **sequential music curriculum** that builds musicianship, creativity, and confidence from early childhood through high school
- Lead and/or co-teach all **K–5 general music** classes.
- Supervise and mentor an **assistant music teacher**, providing guidance on instruction, classroom management, and program development
- Coordinate concerts, performances, and special music events throughout the school year
- Collaborate with classroom teachers, division heads, and performing arts colleagues to support interdisciplinary learning and school-wide programming

- Foster a **joyful, inclusive musical environment** that encourages participation and growth for students of varying abilities and backgrounds
- Maintain strong communication with families and the school community about the music program
- Introduce students to diverse musical genres, cultures, composers, instruments, and historical periods.
- Integrate movement, instruments, and technology activities into instruction.
- Assess student progress using both formative and summative measures; maintain an up-to-date gradebook, assignment calendar, and narrative comments through Blackbaud.

Chorus Responsibilities*

- Direct choral ensembles, including 3rd–5th Grade Chorus, 5th Grade Select Vocal Ensemble, and Middle School Vocal Ensemble (as applicable).
- Teach proper vocal technique, sight-singing, part-singing, blend, balance, diction, and stage presence.
- Select developmentally appropriate and musically diverse repertoire.
- Rehearse and prepare ensembles for performances, including the Holiday Arts Festival, spring concert, community events, and assemblies.
- Promote vocal health and performance etiquette.

*Will lead these classes if background/experience aligns, otherwise will co-teach/assist with these courses.

Administrative Responsibilities

- Oversee the after-school music private lessons program
- Handle all monthly billing, coordination, and room assignments for lessons
- Confirm funds from lesson and instrument rentals are received and allocated to the correct budgets.
- Act as a liaison between instrumental rental companies, families, and the school.

Overall Teaching & Professional Responsibilities

- Foster an inclusive, respectful, and joyful classroom and rehearsal environment that supports all learners.
- Collaborate with classroom teachers and arts faculty to support interdisciplinary learning.
- Communicate regularly with parents regarding student progress and performance.
- Participate in professional development, faculty meetings, department meetings, and school-wide events.
- Meet with Department Chairs and assigned mentors prior to and throughout the school year to plan curriculum and assess progress.
- Attend Lower and Middle School faculty, department, and team meetings as required.

Additional Responsibilities May Include:

- Proctoring study halls and lunch duty.
- Monitoring hallways and stairwells.
- Attending evening Admissions events as needed.
- Attending overnight trips.

Qualifications

The ideal candidate should have a Bachelor's degree in Music Education, Early Childhood Music, Choral Conducting, or a related field (advanced degrees preferred). Familiarity with NYS Learning Standards for elementary music and significant experience teaching music in elementary school settings (K–5) are required. Prior experience leading a department is a plus. The candidate should have strong classroom management and organizational skills, and a commitment to equity, inclusion, and culturally responsive teaching. Proficiency in piano, voice, and/or guitar is preferred. Experience in an independent school environment, background in Kodály, Orff, Dalcroze, or other child-centered music pedagogies, and ability to teach across multiple musical styles, including classical, musical theatre, and contemporary repertoire are preferred.

The Birch Wathen Lenox School is an equal-opportunity employer committed to excellence through diversity and inclusion. The School does not discriminate on the basis of age, immigration or citizenship status, race or color, disability, gender, gender identity or expression, sexual orientation, national origin, pregnancy, religion or creed, height and weight, military or veteran status, predisposing genetic characteristics, marital status, sexual or reproductive health decisions, employment status, credit history, caregiver/parent status, or status as a victim or survivor of domestic violence, sex offenses, or stalking. All employment decisions are made on the individual merits of each applicant.

Salary Range: \$80,000–\$90,000

- Birch Wathen Lenox has an excellent benefits package, including health insurance mostly paid by the employer, and a retirement account with employer match. The full benefits package will be shared early in the interview process.

Contact:

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