

Vocal Music Teacher

Bishop Neumann



Reports to: Principal – Bishop Neuman

Date: April 2024

JOB SUMMARY:

- The music teacher fulfills the mission of the Catholic school by communicating knowledge to the student and inspiring a love of learning. He/she must witness the Catholic faith on a daily basis in all interactions with students and must seek ways to integrate the teachings of the Catholic Church into the curriculum and specific lesson plans. They are vital to the educational experience of a student.

DUTIES AND RESPONSIBILITIES:

- Demonstrates knowledge and commitment to the mission of Bishop Neumann High School and endeavors to support that mission in the daily work with students, parent, faculty, and staff.
- Leads class prayers at the beginning of the class period and/or guides students in taking their turn to lead the class in prayer.
- Participates in the liturgical life of the school by leading singing at all-school Masses and special devotional opportunities provided during the school year.
- Prepares an overview/timeline of the educational plan for the school year for each class assigned and submits the completed plan to Administration.
- Ensures weekly teaching plans are kept current and is prepared to submit a copy of teaching plans to Administration upon request.
- Guides students in their adherence to school policies and procedures as outlined in the students' handbook.
- Builds positive relationships with students throughout the year.
- Maintains all academic records and ensures grades are submitted according to quarterly timeframes.
- Strives to create a love of music and music theory within the choirs and show choir.
- Helps with the Music Boosters.

CREDENTIALS AND EXPERIENCE

- The Music Teacher must possess the appropriate teaching credentials for their area of expertise.
- Previous teaching experience preferred.
- Experience with liturgical music strongly preferred.

TYPICAL PHYSICAL REQUIREMENTS/WORKING CONDITIONS

- Must be able to stoop, sit, stand, push, pull, and stretch consistent with an office environment
- Must be able to drive to various locations as required (valid driver's license required)
- Must be able to use standard office equipment such as computer, telephone, fax machine etc. in conjunction with administrative duties
- Must be able to monitor students in a variety of locations including those with noise, activity, and inclement weather

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as required to meet the ongoing needs of the organization.