



<b>Position Title:</b>	<b>Middle School Performing Arts Teacher</b>
<b>Date Modified:</b>	March 2021
<b>FLSA Classification:</b>	Exempt
<b>Reports to:</b>	Director of Fine Arts
<b>Position Purpose:</b>	Responsible for student instruction for middle school choir and performances. Creates a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research-based instruction.
<b>Work Hours:</b>	7:15 a.m. – 4:15 p.m.
<b>Work Calendar:</b>	School Year
<b>PTO Designation:</b>	Educator ( <i>Blackout Dates May Apply</i> )

### **Description**

The Middle School performing arts teacher is a member of the Middle School faculty and the Fine Arts Department and teaches Middle School performing arts courses. The Middle School performing arts teacher also works closely with other faculty members to create interdisciplinary units and courses (for example, digital music or music appreciation). In addition to leading performance classes in the Middle School, this position serves as musical director for Middle School musical theater productions, coaching and accompanying students in rehearsals and performances, and will be responsible for choral performances throughout the year such as holiday concerts, open houses, and development events.

### **Essential Functions and Tasks**

- Serves as an Educator and works directly with the Head of Middle School and Director of Fine Arts to initiate, implement, and oversee the day-to-day programs for students.
- Provides academic guidance to students; serves as a student advocate, helping students and families respond to specific academic, emotional, and developmental challenges.
- Provides for students a supportive, orderly, and interactive classroom environment where creative learning takes place.
- Teaches Middle School choir/vocal and music arts classes and choir electives.
- Attends Chapel and participates as an accompanist.
- Prepares students to participate as song leaders and in ensemble.
- Coordinates the Middle School musical and assists with other division musicals; responsible for various choir performances throughout the year, including the All-School Christmas Concert.
- Supervises the Middle School drumline/rock band club.
- Demonstrates flexibility and enthusiasm to work outside of traditional school hours (after-school and weekends) to fulfill rehearsal and performance expectations. Communicates with

parents, administrators, student services and with chaplains concerning the emotional and physical well-being of students.

- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Determines the focus, sequence, emphasis, and essentials of the content under the guidance of the Director of Fine Arts.
- Works cooperatively with specialists, administration, and faculty to promote a positive work environment based on a growth mindset.
- Collaborates with faculty in all programs of study in the ongoing life of a top-quality performing arts department.
- Ensures school facilities are ready for the start of school each day.
- Attends all Arts Department meetings and division meetings.
- Consistently provides a safe and joyful learning environment.
- Negotiate contracts with artists, unions, and vendors.
- Participates in student-centered assessment and reporting.
- Assists in maintaining course web pages following guidelines provided by website designer and division administration.
- Works with the Academic Technology Chair on the integration of technology throughout the curriculum.
- Informs the appropriate staff members of emotional, academic, and physical wellbeing of students.
- Performs other curricular and extra-curricular duties as assigned by the middle school division head and Director of Fine Arts.
- Knowledgeable about student management software.
- Utilizes curriculum and assessments to promote an appropriate instructional program and growth for every learner.
- Uses differentiated instruction and a social-emotional approach to student engagement.
- Maintains congruency between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the upper school classroom.
- Takes part in the Professional Growth and Evaluation Program for new and existing faculty within the department.
- Well versed with and adheres to school policies in all areas of student interaction.
- Adheres to the Employee and School Handbooks and makes recommendations to the division head about potential revisions and updates to the School Handbook.
- Assists administration with division long-range planning, as well as the division's daily schedule and calendar, when needed.
- Other duties as assigned by Head of School or supervisor including extracurricular.
- Exhibits the behaviors described in the Faculty and Staff: Basic Expectations, Characteristics of Professional Excellence.

- Is assessed through the Professional Growth and Evaluation Program and enthusiastically participates in professional growth opportunities.
- Employee may be required to work remotely or engage in telework activity as determined in the employer's sole discretion.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

### **Qualifications**

- Bachelor's degree required; Master's degree preferred.
- A minimum of five years of teaching in an independent school environment preferred.
- Professional experience in music and, keyboard abilities preferred.
- Knowledge and experience providing piano accompaniment for rehearsals and programs.
- Familiarity teaching and performing with a wide variety of genres and styles of music preferred.
- Proven ability to successfully design professional quality departmental productions, as demonstrated by a record of professional accomplishment.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.
- Excellent verbal and written communications skills.

### **Physical Requirements and Work Environment**

- Climate controlled classroom/school environment with a wide variety of challenges, deadlines.
- Occasionally lift up to 30 pounds.
- Visual acuity both near and far
- Ability to hear sounds at normal speaking levels with or without correction and to receive information through oral communications.
- Stooping, bending, kneeling, standing, walking, reaching