



Position Title:	Upper School Performing Arts Teacher
Date Modified:	February 2023
FLSA Classification:	Exempt
Reports to:	Director of Fine Arts
Position Purpose:	Responsible for student instruction for upper school choir, musical director for the upper school musical, and various classes based on interests. Creates a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research-based instruction.
Work Hours:	7:15 a.m. – 4:15 p.m. some after-school rehearsals based on season.
Work Calendar:	School Year
PTO Designation:	Educator (<i>Blackout Dates May Apply</i>)

Description

The Upper School Performing Arts Teacher teaches Upper School performing arts courses with a focus on Choir. The Teacher works closely with other faculty members to create interdisciplinary units and courses. Creates a well- rounded, comprehensive instructional program that reflects best practice through inquiry and research- informed instruction. In addition to teaching choir/vocal performance classes in the Upper School, this position will serve as the coordinator for both the Upper School musicals and be responsible for various choir 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 Director of Fine Arts and the Head of Upper School to initiate, implement, and oversee the day-to-day programs for students.
- Provides academic guidance to students; serves as 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 Upper School choir/vocal and music arts classes and choir electives.
- Coordinates the music direction for the Upper School musical; responsible for various choir performances throughout the year.
- Supervisors the rock band club or equivalent.
- 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.
- Ensures upper 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.
- 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.
- An ability and willingness to collaborate with faculty in all programs of study in the ongoing life of a top-quality performing arts department. Maintains congruence between the school's board-approved Mission Statement, the Long Range and Strategic Financial Plan, and all activities of the upper school classroom.
- Utilizes curriculum and assessments to promote an appropriate instructional program and growth for every learner.
- Routinely uses educational strategies and project-based curriculum to bolster a student-centered, inquiry-based instructional design.
- Uses differentiated instruction and a social-emotional approach to student engagement.
- 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.
- Performs other curricular and extra-curricular duties as assigned by the Head of School and the upper school division head including extracurricular.
- Knowledgeable about Veracross and other student management software.
- Completes various Tasks related to the employee's yearly goals and the school's long range and strategic financial plan.
- Fulfills all qualified duties and responsibilities assigned.
- Other duties as assigned by Head of School or upper school division head including extracurricular.
- Commits to the Employee Expectations and Standards of Professional Excellence as the non-

negotiable foundations for employment at St. Francis Episcopal School and complies with Physical Requirements and Work Environment.

- Is assessed through the Professional Growth and Evaluation Program and enthusiastically participates in professional growth opportunities.
- Employees 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. Informs the supervisor of emotional, academic, and physical wellbeing of students.
- Performing Arts Administrative experience is a plus.

Qualifications

- Bachelor's degree required; Master's degree preferred.
- Professional experience in music and keyboard abilities preferred.
- Experience teaching instrumentals preferred.
- Proven ability to successfully design professional quality departmental productions, as demonstrated by a record of professional accomplishment.
- Experience in teaching in an independent school environment preferred and excellent verbal and written communications skills.
- Demonstrated leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Climate controlled classroom/school environment with a wide variety of challenges, deadlines.
- Occasionally lift 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.