



Title: PARISHarts US/MS Instrumental Music Teacher
Classification: Salary; Exempt

Status: Full-time; 10 months
Reports to: Director of PARISHarts

JOB SUMMARY

PARISHarts is seeking an individual with vision, flexibility and creativity to lead its evolving instrumental music program. The program currently includes 5th grade band, 6th grade band, combined 7th /8th band, 7th/8th digital music and a 9th-12th jazz ensemble. The successful candidate will have knowledge of the full instrumental music repertoire, and the ability to attract and retain students in an elective environment. In the Fall of 2021, Parish will open a new 90,000 sq. ft. performing arts center that will include a instrumental music room and practice rooms. This position will play a key role in setting up that new space.

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.

- Plan and execute lessons to help students achieve competence and meet subject-area objectives.
 - Conduct parent teacher conferences at scheduled intervals and on an as needed basis.
 - Manage and monitor student learning.
 - Act as the advisor for one section of students. Advisors serve as the point person for communication with the parents of the advisory students.
 - Assist with extracurricular activities as assigned.
 - Prepare course resources, including teaching and testing materials, articles, workbooks, manuals, and assignments.
 - Adhere and aspire to Parish Episcopal "Characteristics of Effective Teaching".
 - Promote the School's statement of mission and philosophy.
 - Prepare students for future study and make proper course recommendations.
 - Maintain professional credentials as required by Independent Schools Association of the Southwest (ISAS) or other accrediting agencies.
 - Collaborate with colleagues.
 - Attend all required faculty meetings and professional development days.
 - All other duties as assigned.
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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 Middle School Night, Admission Open House, Field Trips/Class Trips, concerts and performances
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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' teaching experience

Job Knowledge, Skills, and Abilities:

- Creative in curriculum development, project-based learning and differentiated lesson planning for the Upper/Middle School Instrumental Music classes.
- Ability to interact with parents, faculty and staff, and handle confidential material and situations with discretion and sensitivity.
- Manage program budget, including forecast, purchase and management of classroom supplies and equipment.
- An accessible and approachable people person with a good sense of humor.
- Able to set goals and accept professional feedback.
- Strong ability to work collegially across the school community.
- Technologically literate and able to learn new systems and software.

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.
