MIDDLE SCHOOL VOCAL ENSEMBLE TEACHER, PART-TIME

JOB SUMMARY
Teach Middle School Performing Visual Arts and Vocal Ensemble.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Vocal Ensemble Position:
- Teaches the vocal ensemble class and accompanies self on piano
- Establishes performance requirements, enforces academic requirements, and verifies each student’s eligibility to participate in the Theatre Arts Certificate Program.
- Plans, rehearses, and directs the fall middle school musical for the school and community.
- Maintains an accurate inventory of discipline specific supplies and materials, etc. Controls the storage and use of school-owned equipment and materials; makes minor adjustments and requests repairs as required.
- Submits budget needs annually to the principal in accordance with established timelines and guidelines.
- Orders all supplies and materials necessary for music-related activities in accordance with budget allocations.
- Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
- Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students
- Coordinate events with Mid-Pacific constituents

Collectively, this teacher will:

- Instruct students using a wide range of student-centered strategies, covering core concepts and skills as set out in the Middle School MPSA curriculum and always directed to the vision and mission of the school.
- Provide differentiated instruction in classes with students with different abilities.
- Set assignments and post homework assignments weekly on the internet using the school’s Edline program.
- Prepare and administer formative and summative assessments to evaluate students’ learning; record results electronically and post student grades electronically on a weekly basis.
- Maintain discipline in the classroom, liaising with deans and parents as necessary.
- Participate in faculty and departmental meetings and attend professional development workshops and educational conferences.
- Determine budget needs and purchase equipment and materials for courses taught.
QUALIFICATIONS AND EXPERIENCE
Minimum Qualifications: Teaching experience in Vocal or Choral Ensemble in either an academic or studio setting. Bachelor’s or Master’s degree in related field preferred. Must play piano.

PHYSICAL DEMANDS
Our campus consists of multiple buildings on 44 hilly acres that requires frequent walking including uphill and stairs. The employee on a daily basis is required to frequently, unless otherwise noted walk to and from classrooms or buildings within 5 minutes, lift and carry approximately 10-15 pounds (student journals, papers, books, etc.); stand throughout the day for instruction and supervision of students; walk: class to chapel (once a week), walk around the classroom, from classroom to: copier room (frequently), library (occasionally), fields for fire drills (occasionally), to supervise students (daily); frequent reaching when writing on board, while at desk, for phone, to receive student work (this occurs throughout the day). Some climbing of stairs (daily); walking up a slight hill (daily).

MENTAL DEMANDS
On a daily basis employee must frequently problem solve, make decisions, supervise students/classroom management, interpret data, grade, organize, write, plan, and clearly communicate.

EQUIPMENT USE
Telephone – occasionally, Copier – occasionally, Computer – frequently, Projector – frequently, Sound system for class music - frequently

WORKING CONDITIONS

WORK ENVIRONMENT
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.