

## **Elementary Education Music Teacher**

An elementary school music teacher must devise unique curricula for each grade level that they teach. Some class periods may focus on the history of music, while other periods are devoted to vocal performance. An elementary school music teacher must fulfill many of the same duties as regular classroom teachers, such as administering tests and assignments, grading students on what they've learned and meeting with parents and other faculty members.

In addition to their teaching duties, an elementary school music teacher must also oversee choir practices. This individual must choose music for their students to perform and oversee rehearsals, offering instruction and advice on ways students can improve. Elementary school music teachers also arrange concerts for students to display their musical talents to family, other students and faculty members.

### **Essential Duties**

1. Create instructional resources for use in the classroom.
2. Plan, prepare and deliver instructional activities.
3. Create positive educational climate for students to learn in.
4. Meet course and school-wide student performance goals.
5. Participate in ongoing training sessions.
6. Create lesson plans and modify accordingly throughout the year.
7. Maintain grade books.
8. Grade papers and perform other administrative duties as needed.
9. Create projects designed to enhance lectures.
10. Read and stay abreast of current topics in education.
11. Create lesson plans.
12. Utilize various curriculum resources.
13. Integrate competencies, goals, and objectives into lesson plans.
14. Utilize curricula that reflect the diverse educational, cultural, and linguistic backgrounds of the students served.
15. Develop incentives to keep participants in class.
16. Develop professional relationships with other agencies and programs.
17. Work with Principal/Assistant Principal/Instructional Leader to ensure initiatives are being met.
18. Establish and communicate clear objectives for all learning activities.
19. Prepare and distribute required reports.
20. Observe and evaluate student's performance.
21. Meet/communicate with parents.
22. Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.

### **Other Duties**

1. Maintains professional competence by attending staff development programs, curriculum development meetings and other professional activities.

2. Participates in various student and parent activities which occur in school including student clubs and after-school activities.
3. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
4. Performs any other related duties as assigned by the Principal or other appropriate administrator.
5. Directs the five school choirs, creating a Christmas program and spring concert, and assists with the school musical.

### **Job Requirements**

Promotes Catholic Identity and nurtures the education of students by planning and tailoring courses of study; monitoring, assisting with, and correcting, academic efforts; providing a safe environment conducive to learning; keeping parents informed.

### **Job Qualifications**

Hold a current valid Indiana Teacher's License. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This individual must be able to observe all their students and maintain discipline within the class. In addition to students, they interact with parents, other teachers and school administrators.

### **Application Instructions**

Please send letter of interest, resume, copy of teacher's license, three letters of recommendation, and completed application to Jay L. Harker at [jharker@stm-school.com](mailto:jharker@stm-school.com) AND Cindy Block at [cblock@stm-school.com](mailto:cblock@stm-school.com) or you may fax to 219-836-0982.