

## **DIOCESE OF YAKIMA CHRIST THE TEACHER CATHOLIC SCHOOL**

### **Position Description**

**JOB TITLE: K – 8 Music Teacher**

**DEPT/ PROGRAM: Christ the Teacher Catholic School, Yakima**

**POSITION CLASSIFICATION: By .5 Contract**

**SALARY RANGE: \$20,000 year**

**Benefits:** A comprehensive package of benefits (pro-rated based on hours worked per week): A medical plan, dental, vision, basic life insurance. Employees are able to enroll in our diocesan 403(b) plan. Employees will also receive sick leave, vacation time based on years of service as well as paid holidays. Additional voluntary benefits are available for enrollment: voluntary life, accidental death and disability, and long-term care.

403(B) Eligibility: Employees are eligible to participate in this employer paid tax favored retirement plan if they are age 21, and have worked for the Diocese of Yakima for 12 consecutive months, and worked 1000 hours in each 12-month period.

### **POSITION SUMMARY**

The **Music Teacher** is responsible not only for creating a positive and educational classroom experience, but also for doing so in full compliance with the Diocese of Yakima standards, Holy Family priorities, CTCS policies and procedures, Washington State Learning Standards and the common core standards. The Teacher needs to have a deep understanding of liturgical music, music theory, history, and performance techniques. The Teacher will be dedicated to the development and engagement of interactive and fun activities for children to help support their spiritual, social, emotional, physical and academic growth.

### **MAJOR RESPONSIBILITIES:**

The following are essential duties associated with the position of a Music Teacher:

#### **TASKS**

1. Provide a welcoming and friendly classroom environment for all children, parents and visitors.
2. Create fun, innovative and engaging age-appropriate lesson plans that reflect Catholic curriculum.
3. Instructing students in practical methods and theory of general music, including rhythm, melody, and harmony.
4. Integrating musical instruments and movement into lessons.

5. Preparing and directing students in singing in the choir at Mass, school concerts and other music experiences.
6. Assist and supervise children during all activities, plus counsel children as needed using positive and appropriate discipline techniques.
7. Ensure that the appearance, cleanliness and safe environment of classroom is appropriately maintained.
8. Accurately complete and stay current with all classroom paperwork, such as daily reports, accident reports and attendance records, grades, and data keeping/tracking.
9. Follow all classroom regulations for the safety and educational success of the children.
10. Attend all staff meetings, trainings and school events as requested.
11. Always present a positive and professional image and adhere to student uniform requirements.
12. Communicate with parents in a friendly and effective manner, including greeting them by name, addressing concerns in a timely manner, giving positive feedback and providing regular updates on their child's development and classroom happenings.
13. Maintain open and effective communication with the Principal and Office Staff.
14. Maintain certification requirements.
15. Maintain confidentiality regarding families, students and the school at all times.

### **WORK SCHEDULE:**

The normal work schedule is 4 hours per day with exact schedules determined by the Principal. It is the attendance standard of the Diocese of Yakima for all employees to be present and on time each work period that they are scheduled to work. Full or partial absence during any scheduled work period, arriving late, or leaving early, for whatever reason, may result in disciplinary action up to and including termination of employment. Time off may be approved if allowed by applicable policies covering illness, injury, or personal emergency.

### **PHYSICAL REQUIREMENTS:**

1. The work is primarily performed in a classroom environment. Centers are dynamic with a high level of activity. Work may also be performed at community sites for field trips.
2. Incumbent must be able to lift 40 pounds.
3. Stand up to 95% of the day.
4. Assume postures in low level positions that best allow physical and visual contact with children.
5. Must be able to sustain a high level of energy.
6. Bend to perform various tasks numerous times throughout the day.
7. Stoop, sit on the floor.
8. Can move from a seated position to a standing position promptly to respond to emergency situations.
9. Perform all activities with children, i.e. jump, dance, walk, run, etc. for extended periods of time
10. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being. Both indoor and outdoor environments are

typical. Depending upon activities and season, may be required to be outdoors for regular, prolonged activities.

11. Must possess acceptable hearing and visual capabilities in order to monitor the environment and children's well-being.
12. Must be able to excel in an ambiguous and continuously changing, competitive environment.
13. Incumbents will need to be flexible and be able to respond quickly and appropriately to changing situations.
14. Incumbent will be faced with a variety of issues on a daily basis and will be engaged in multiple tasks and must respond quickly and appropriately to frequently changing needs of children.

### **NON-PHYSICAL REQUIREMENTS:**

#### **Education:**

1. Minimum of a Bachelors Degree in Music and/or Education

#### **Experience:**

1. Prefer at least 1 year of experience.
2. Experience with Catholic Liturgical Music

#### **Special Skills:**

1. Able to maintain confidentiality.
2. Excellent organizational skills required.
2. Able to maintain a positive, team-oriented work attitude.
3. Able to cooperatively work with other school staff.
4. Desired: CRP and First Aid Certification or willingness to obtain
5. Valid driver's license, clean driving record

### **ACKNOWLEDGEMENT**

**THIS POSITION DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENT OF THE POSITION AS SUCH. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE POSITION MAY REQUIRE OTHER ESSENTIAL AND / OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. THE DIOCESE OF YAKIMA RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS POSITION DESCRIPTION, NOT BY THE COMPLETION OF THE REQUIREMENT OF THE POSITION BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE. EMPLOYMENT IS "AT WILL" AND MAY BE TERMINATED AT ANY TIME BY THE EMPLOYEE OR THE DIOCESE OF YAKIMA WITH OR WITHOUT CAUSE OR NOTICE.**

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**Signature of Employee**

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**Date**

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**Signature of Supervisor**

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**Date**

The Diocese of Yakima is an equal opportunity employer without regard to race, sex, color, place of national origin, age, or disability in otherwise qualified individuals as defined by EEOC regulations (§1630.2(m) and (n) and Title I of the Americans with Disabilities Act (ADA)). This is subject to the recognition that there are certain positions within the Diocese in which membership and active participation in the Catholic Church are required and / or desirable in order to fulfill the responsibilities of the position.