Position Description

Job Title: Upper School and Middle School Choral Teacher

St. Catherine's School is an Episcopal day school in Richmond, Virginia, founded in 1890 enrolling 946 girls age 3 through grade 12. Located on a 16-acre campus in the western part of the city, St. Catherine's core values include pursuing academic excellence, developing character, nurturing spiritual growth, celebrating individuals, and building community.

St. Catherine's School provides a rigorous education that prepares girls with diverse perspectives for a lifetime of learning, leadership, and service in a global community.

POSITION OVERVIEW

St. Catherine’s School seeks a full-time enthusiastic and innovative music educator to direct and teach choral music in the Middle School and Upper School. St. Catherine’s has a rich tradition of vocal music that includes regular performances of wide-ranging concert repertoire and liturgical music, annual musical theater productions, and a select a cappella ensemble. The ideal candidate will build strong relationships with students, contribute to the overall life of the school, and assist with the organization of various school services, ceremonies, and functions.

Supervisor: Director of Upper School; Director of Middle School; Chair of Music Department

Supervisory Responsibilities: N/A

Position Status: Salaried, exempt, full-time, regular, 9-month

Hours of Work: Standard work week. Evening and weekend work is required.

ESSENTIAL RESPONSIBILITIES

● Creating a classroom community based on the School's core values
● Developing and implementing a choral curriculum that includes basic music theory concepts and diverse musical styles and techniques
● The successful candidate will direct and/or co-direct multiple choral ensembles (including a select co-ed group in collaboration with St. Christopher’s School) and the Upper School musical
• Serve as an Upper School academic advisor
• Provide musical accompaniment for chapel services
• Most importantly, the School seeks an instructor who takes joy in exploring, perfecting, and performing music with adolescents and teenagers with a wide range of abilities and interests

REQUIREMENTS AND QUALIFICATIONS

• Bachelor’s degree in music (master’s preferred)
• Experience teaching choral music and musical theater at the Middle School and/or Upper School levels
• Advanced-level piano proficiency
• Candidates should demonstrate creative and energetic teaching and good classroom management skills
• Be articulate about current trends in music education and curriculum and be prepared to implement this knowledge in his or her teaching
• Demonstrate the ability to integrate multicultural perspectives and music technology into instruction
• The ideal candidate will possess a passion for music
• A desire to continue the high standards of the School’s established program
• Demonstrate adaptability to new and evolving technology, and the ability to show innovation and vision related to the efficient processing of information related to this role
• Demonstrate proficiency with oral and written communication

PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this position, the employee is required to sit; stand; walk; use hands to finger, handle and feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch and crawl; talk and hear; engage in moderately strenuous physical activity both indoors and out; and smell. The employee may occasionally lift or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to become CPR and First Aid Certified.

TRAVEL

Occasional overnight and out-of-area travel may also be required for special events.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT
St. Catherine’s School does not discriminate on the basis of race, gender, sexual orientation, or national and ethnic origin in the administration of its hiring practices. St. Catherine’s School is committed to providing an inclusive educational environment. We actively engage students, families, faculty and staff from diverse backgrounds and experiences. Our School community respects the differences in ethnicity, race, religion, sexual orientation and socioeconomic status. Consistent with the School’s mission, St. Catherine’s fosters in our students, and experts from all others, respect for the dignity and wholeness of every person. For more information about the school’s Access, Equity and Belonging please follow this link https://www.st.catherines.org/about/access-equity-and-belonging.

BACKGROUND CHECK STATEMENT

Each employee’s employment and continued employment is contingent upon the authorization for and completion of a successful background check – in the School’s ultimate opinion. Such background check may involve criminal, credit, abuse and neglect and/or driving records. The School may request authorization for a background check at any time. Failure to authorize the School to conduct a background check may result in an applicant not being considered for a position and an employee to be terminated. As a result of their contact with students, employees may also be required to provide proof of vaccination for COVID-19 in accordance with the school’s COVID-19 vaccine mandate or request an accommodation.

Note: This position description has been designed to indicate the general nature and level of work to be performed by employees within this classification. This position description should not be interpreted as a comprehensive inventory of all duties and responsibilities required or assigned to an employee in this position. Nothing contained in this position description restricts St. Catherine’s School’s right to assign or reassign duties and responsibilities to this position at any time.

To apply for this position click here.