



SACRED HEART PARISH & ACADEMY



Position Title: Academy Choirmaster

Position Category: Teaching, Admin

Position Status: 1. Full Time

2. Salaried

3. Benefits eligible

Immediate Supervisor: Headmaster

Department: Academy

General Introduction: The Bishop of Grand Rapids is the visible head and source of unity in the particular Church entrusted to his pastoral care (CCC 1594). In a unique and visible way, he makes Christ's mission present and enduring while functioning in his role as Shepherd of the Christian Community. In order to fulfill his mission, the Bishop trusts chosen collaborators (clerics, religious and lay people) to share in the apostolic mission and entrusts various responsibilities to them. Each employee helps to extend the ministry of the local Pastor in particular ways as outlined in this position description.

Position Summary: An ideal candidate will be an erudite musician and faithful, practicing Catholic who possesses a knowledge of classical pedagogy and who is well-prepared for the responsibility of managing a classroom. Under the supervision of the Headmaster and in collaboration with the Director of Sacred Music (DSM), the Academy Choirmaster is responsible for:

Essential Duties & Responsibilities:

- Knowing, observing, and executing the Roles, Relationships, Responsibilities described on page 3 consistent with the described Rights, Resources, and Qualifications
- Teaching and directing academy grades 5-9 and one high school elective in musical fundamentals, Gregorian chant, and sacred polyphony
- Directing the aforementioned choirs at Mass at least once a week and at Academy musical events (e.g. Lessons and Carols, May Magnificat)
- Working with the DSM to develop a graduated music curriculum for all Academy grade levels (Montessori–12th grade) and integrating sacred music into the daily lives of the students
- Communicating consistently with the Pastor, DSM, and Headmaster on how to form our students and teachers liturgically and musically
- Assisting the DSM with the maintenance of the parish music library
- Assuring strict compliance with all copyright and licensing requirements of both Church and civil law
- Developing and maintaining personal skills in performance, voice, and direction through practice and continuing education
- Singing/Performing alongside the Director of Sacred Music at school Masses when the need arises
- Attending all academy staff meetings, retreats, etc
- Effectively manage the classroom and successfully execute all teaching assignments
- Preparing lessons to teach effectively, correct assignments in a timely and efficient manner, and maintain excellent communication with parents regarding student personal and academic progress
- Maintaining classroom facilities, managing curriculum, and keeping academic and attendance records as required.
- Integrating Jesus Christ, the life of the Church and the organic unity of the Catholic faith into the curriculum and classroom environment
- Attending faculty and administrative meetings as directed
- Attend parent/teacher conferences and after-hour evening and weekend Academy functions as directed



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- Performing other duties as assigned to include other teaching responsibilities if qualified

Qualifications:

Required

- A practicing Catholic whose public life is lived in conformity with the moral teachings of the Church.
- B.Mus., B.Mus.Ed., or B.A. Music degree or equivalent experience
- Demonstrated skill as an effective choral conductor
- Excellent vocal skills
- Ample keyboard skills (i.e. enough to guide a rehearsal)
- Strong classroom management skills
- Knowledge of the church documents relevant to liturgical music
- Knowledge, appreciation, and effective communication of the great patrimony of the Church's music, especially Gregorian chant and polyphony
- Ability to work independently and to organize priorities
- A high level of discretion and integrity

Preferred

- Knowledge of the Ward and/or Kodály methods
- Organ experience



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I. Roles

- A. Educator - Provide a model of mature conduct as a man or woman, a Catholic, and a lover of truth, goodness, and beauty as it is embodied in both art and nature.
- B. Instructor - Lead your class to a growing mastery of and love for the material you teach.
- C. Manager - Carefully and beautifully order the time and space for which you are responsible.
- D. Tutor - Work to meet the needs of individuals who have fallen behind or exceed expectations.
- E. Learner - Improve your knowledge and mastery both of your subject matter in particular and of liberal education in general through self-disciplined personal study.

II. Relationships

- A. Student - You are an authority, a source of discipline, and a model of personal conduct. Students expect you to provide instruction, support, leadership, and accountability.
- B. Parent - You are a collaborator. Cooperate with the primary educators of children primarily through timely and constructive communication of expectations and the child's success in meeting them.
- C. Colleague - You are a member of a peer group with varying experience and expertise. Be punctual and thorough in fulfilling your responsibilities, courteous of shared resources, and willing to share your wisdom with your colleagues and to learn from them in turn.
- D. Employee - You are a valued contributor to a shared mission accountable for fulfillment of your responsibilities. Share your experience and insight for the benefit of the entire academy.

III. Responsibilities

- A. Instruction - Effective planning, instruction, and assessment in your assigned courses
- B. Accountability - Attendance, grading, enforcement of policies/procedures, care of individual and shared resources, and effective execution of additional responsibilities (lunch/recess duty, overseeing events, preparation for assembly)
- C. Integrity - Personal conduct, both on and off campus, reflective of the academy's mission

IV. Rights

- A. General - Your primary right is to be appropriately equipped with the time, space, materials, training, and expectations to fulfill your responsibilities.
- B. Particular - You have a right to proper ordering of your relationships with students, parents, colleagues, and administrators. When these rights are violated, you have the right to intervention by the proper authority: Dean of Students (students), the Dean of Faculty (parents and colleagues), and the Headmaster or Pastor (administrators).

V. Resources

- A. Space - Any classroom in which you teach and common spaced shared by staff
- B. Time - The parameters of the school day and allotted course time
- C. Materials - Books, resources, and any assistance needed to fulfill instructional expectations
- D. Training - Ongoing professional development both faculty-wide and subject-specific

VI. Qualifications

- A. Knowledge - Teachers must be knowledgeable of their subject and of the basic elements of child development and classroom management necessary to provide effective instruction.
- B. Affection - Teachers must possess a devotion to their faith, their subject, and to the formation of young people, reflected in dedication of time and desire for growth.