**Saint Theresa Catholic School**

*Director of Music*

**Introduction**

Saint Theresa Catholic School seeks a Director of Music. Saint Theresa Catholic School is a Classical educational institution in the Archdiocese of Galveston-Houston serving Pre-Kindergarten to 8th Grade students. STCS is a 2020 National Blue Ribbon School and a member school of the *Institute for Catholic Liberal Education*. STCS has also been named by the Cardinal Newman Society as an *Honor Roll School* and is recognized as an official *Theology of the Body* campus. Saint Theresa Catholic School is fully committed to furnishing students with an education that combines the wisdom of the classics with a firm foundation in faith and morals. Located in Sugar Land, Texas, Saint Theresa Catholic School’s rigorous liberal arts curriculum includes daily instruction in Latin starting in Kindergarten; classes in traditional liturgical chorus three days a week; and lessons in Art and Art History twice a week. In keeping with our mission, we “strive to form students who have a genuine love of God and the Church and who are prudent, compassionate, kind, courageous, and generous in their service of one another and to others.”

**Position Summary**

Under the supervision of the Headmaster, the Director of Music will help STCS to maintain its strong music education program. The rigorous and comprehensive music curriculum emphasizes musical literacy, choral performance/vocal production, and understanding of the Catholic liturgy in her vast tradition and treasure of sacred music. The Director of Music will facilitate student success and growth in spiritual, academic, and interpersonal skills through implementing a classical approach to teaching and learning; documenting teaching and student activities and outcomes; addressing specific educational needs of individual students; by creating a flexible, safe, and optimal learning environment; and by providing feedback to students, parents, and administration regarding student progress, expectations, goals, etc. The Director of Music must be willing to grow in personal faith while collaborating with families for the good of all students. The successful candidate will be a person of unquestioned integrity, possess a sense of humor, be characterized by a spirit of service, and exhibit an understanding of the high call of teaching and forming young souls. Faculty must be willing and able to actively promote the mission and ideals of Saint Theresa Catholic School. The ideal candidate will have a background in choral conducting, teaching, and experience in directing music for Catholic, liturgical celebration. Academic credentials in music performance, music education, or a related field is required. Developed skills in keyboard performance, particularly organ, is a plus.

The STCS Music program for children in GradesPre-K through 8th relies heavily on aural development and musical literacy through understanding solfege, folk song, chant, and polyphony. While music education is comprehensive and self-contained for each class, grade levels are divided into emphases in a set of three stages: PK4 – 2nd “Developing Music Understanding”; 3rd – 5th “Developing Music Literacy”; and 6th – 8th “Developing Music Performance”.

**Developing Music Understanding**

At STCS we employ the Ward Method to give children the immersive experience essential to further development in musical literacy and creativity. Our students are trained in these lessons at the pace of roughly a chapter a week. Specific content areas are included in the teacher’s manuals. The various modules of study include the following: Vocal Training, Pitch Training, Rhythmic Training, Listening Games, Looking and Remembering Games, Vocal Training, Rhythmic Dictation, Staff Notation, Creative Work, Performance of a Song.

**Developing Music Literacy**

Beginning in 3rd grade, students are exposed to a rigorous written theory curriculum. The sounds and songs from the previous grades are given a semiology and symbology. Dictation becomes more regular and sophisticated (both rhythmic and melodic) wherein students develop the skill of writing these symbols themselves from what they immediately perceive in aural examples. Sight reading skills are refined through basic exercise.

**Developing Music Performance**

As in previous years of study, students are exposed to a rigorous written theory curriculum. Sight reading skills are refined through complex exercises and preparation for Masterworks concerts. During this time students perform challenging works from among the great composers of the past. Examples include full scale works by composers such as Haydn, Mozart, and Pergolesi, as well as Monteverdi, Byrd, and Palestrina. Gregorian chant is frequently rehearsed. Performances are often with small ensemble/orchestra. Students also participate in performance to raise money for the school (such as *Traditions of Christmas Past*) or for local causes such as Paws for Heroes (during our Memorial Day weekend concert, *Hail to Our Heroes*, for veterans).

**Essential Functions**

Saint Theresa Catholic School aims to educate the mind, heart, and spirit of every student by providing an environment that fosters an authentic Catholic identity and generous stewardship towards others. These goals are accomplished by faculty and staff through active Christian faith and through academic excellence. The attributes that should be exemplified by all STCS personnel include but are not limited to the following:

* Exhibiting a deep understanding of the Catholic Intellectual Tradition and Liberal Arts Education.
* Earning Catechist-level Certification in Religious Instruction over the first few years of service.
* Leading students to an understanding and appreciation of all that is good, beautiful, and true.
* Relating to students by loving them with the love of Christ, encouraging them to deepen their own relationship with God through sacraments and scripture, and challenging students to love others.
* Participating in school and church activities at which attendance is necessary because of the employee’s position.
* Developing and administering Music curriculum consistent with the Catholic mission and classical orientation of STCS.
* Participating in ongoing faith formation opportunities offered by the parish and school.
* Promoting a classroom environment that is safe and conducive to individualized and small group instruction.
* Teaching students in a challenging, enthusiastic, and age-appropriate manner using the classical model. Ensuring that within the year, the scope and sequence of concepts and skills assigned to the grade are taught to the students.
* Developing lesson plans and instructional materials and translating lesson plans into learning experiences so as to best utilize the available time for instruction.
* Conducting ongoing assessment of student learning and modifying instructional methods to fit the individual needs of students, including those with special needs.
* Instructing students in the principles of responsible citizenship and other subject matters specified in applicable laws, as well as administrative regulations and procedures of the school system.
* Serving as an advocate for Saint Theresa Catholic School, as well as classical and Catholic education in the Sugar Land community and the greater Houston metropolitan area.
* Continuing to acquire professional knowledge and learn of current developments in education or an area of specialized research by attending seminars, workshops, or professional meetings.
* Organizing and maintaining a system for accurate and complete record-keeping, grading, and reporting for all student activities, achievement, and attendance. Please note that STCS utilizes *FACTS* for recording grades and attendance.
* Encouraging parental involvement in students' education and ensuring effective, timely communication with students and parents.
* Ensuring that student conduct conforms with the school's standards and Archdiocesan policies and establishing and maintaining standards of pupil behavior that not only lead to a functional learning atmosphere in the classroom but also to growth in virtue, empathy, and gratitude on the part of all students.
* Coordinating with other middle school professional staff members, to evaluate and assess curriculum, by participating in applicable faculty meetings and committees.
* Selecting and requisitioning appropriate books, instructional aids, and other supplies and maintaining inventory records.
* Supervising students in activities that take place out of the classroom during the school day, including activities involving transportation.

**Lives a Life Consistent with Catholic Educational Values**

* Supporting, implementing, and modeling the philosophy of Catholic Education.
* Giving clear evidence that one lives by Gospel values.
* Participating in building up the faith community.
* Growing in a personal faith life through continued study, prayer, and reflection.

**Additional Duties**

Performing other related tasks as assigned by the Headmaster.

**Note:** The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility.

**Equipment**

Uses standard office equipment such as personal computers, printer, copy and fax machines, and telephone. Several pianos (both grand and upright) are located throughout the school for rehearsal purposes.

**Travel Requirements**

Travels to professional meetings as required.

**Knowledge, Skills, and Abilities**

* Knowledge of current teaching methods and educational pedagogy, as well as differentiated instruction, based upon student learning needs.
* Knowledge of early childhood, elementary, and middle school curriculum and concepts.
* Knowledge of early, elementary, and adolescent childhood development
* Knowledge of classical educational pedagogies and goals.
* Knowledge of data information systems, data analysis, and the formulation of action plans.
* Knowledge of applicable federal and state laws regarding education and students.
* Ability to use computer network system and software applications as needed.
* Ability to organize and coordinate work.
* Ability to communicate regularly, effectively, and in a timely fashion with students and parents.
* Ability to engage in self-evaluation with regard to performance and professional growth.
* Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

**Physical and Mental Demands, Work Hazards**

Works in standard office and school building environments.

**Qualifications Profile**

**Education**

Master’s degree or higher from an accredited college or university in the humanities or related discipline applicable to teaching assignment.

**Experience**

Successful prior teaching experience required and credentials in more than one field are a plus.

**FLSA Status: Exempt**