

## CHURCH OF ST. PHILIP – LITCHFIELD, MN

### Position Description

**I. Position Title:** Elementary School Music Teacher **Date:** May 21, 2020

- A. Hours/Schedule:** Part time (no benefits). Typically 8 hours per week for scheduled days over ten month position, typically two scheduled work days per 5-day student contact week. Work schedule to follow that set by St. Philip Catholic School in accordance with published school calendar.
- B. Benefits:** None
- C. FLSA Designation:** Non-Exempt
- D. Reports To:** Elementary Principal
- E. Direct Reports:** None
- F. Receives Work Direction From:** Pastor
- G. Provides Work Direction To:** Volunteers
- H. Resource Person to:** Teachers, School Secretary, Parish business office

**II. Primary Purpose of this Position:** To provide instructional classes in elementary music in accordance with the school/parish mission statement, philosophy, handbooks, curriculums, and directions established by the principal and pastor.

### **III. Church Employment Responsibilities\***

\* Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church and the Diocese of New Ulm. Their public behavior must not violate the faith, morals or laws of the Church, such that can embarrass the Church or give rise to scandal. It is preferred that the employee filling this position be an active, participating Catholic in full communion with the Roman Catholic Church. Reasonable accommodation for the religious practice of employees not of the Catholic faith will be provided.

### **IV. Representative Responsibilities:**

\* Help create a productive and harmonious work environment. Promote good morale, adequate communication and cooperative teamwork.

\* Be present where needed, ready to work for all scheduled hours and as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more time when needed, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance and generally ensuring that all instruction of children is taken care of in a professional manner.

### **\*Regular School Activities** (Include, but are not limited to):

1. Be present in the building for scheduled music classes equaling 2 half days per week.
2. Demonstrate effective, appropriate student/classroom management skills.
3. Participate in faith formation activities, as designated by principal, with students and colleagues including but not limited to liturgies, prayer services, daily prayer, and retreats.
4. Maintain appropriate conduct in the classroom and throughout the school.
5. Supervise students as assigned in the following areas (as assigned): classrooms, hallways, church, playground, lunchroom, bus duty, field trips, and gym.
6. Maintain a positive, safe, and healthy learning environment.

### **\*Instruction**

1. Provide religious instruction that is in full accord with the teachings of the Roman Catholic Church.

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2. Instruct and assess students using a variety of methods and tools.
3. Provide differentiated and/or other Learner Outcomes based instruction to students as mandated by the school administrator.
4. Follow curriculum guidelines of the Diocese and the school.
5. Reinforce skills and knowledge taught in classrooms and other specialists' classes including computer and phy-ed.
6. Plan and prepare instructional lessons.
7. Implement instructional lessons.
8. Plan and conduct 1-2 student concerts per year.

### **\*Administrative Responsibilities**

1. Maintain students' records/report cards/portfolios. (Electronic and/or paper)
2. Communicate frequently with parents/guardians via telephone, notes, email, newsletters, conferences and special education staffing.
3. Conduct conferences as scheduled throughout the year.

### **\*Professional Responsibilities**

1. Share (with colleagues) information from professional development opportunities.
2. Attend in-service training and teacher workshops as required.
3. Participate on curricular, extra-curricular, and instructional development committees.
4. Participate on Accreditation Teams/Self-Study Committees, as needed.
5. Reinforce Catholic educational identity to school/parish/local committees.
6. Conduct behavior that is respectful, professional and collegial.
7. Review annual handbook, policy, and accreditation study and review.
8. Demonstrate professionalism.

### **\*Attend Meetings**

Attend all required meetings including faculty meetings, parent-teacher conferences, special education meetings, curriculum meetings, and any other meetings deemed necessary by the principal.

### **\*Organizational Goals**

Must demonstrate the willingness to embrace parish and school business, strategic, and ministerial objectives and show full cooperation with their implementations.

### **\*Other Responsibilities**

Includes other responsibilities identified as needed by the employee and approved and /or assigned by the supervisor or principal.

**The responsibilities listed above are representative of the position and are not all-inclusive. More detailed listings of the duties and tasks are outlined in supplemental documents. Responsibilities represented with \* are essential functions of the job.**

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### **V. JOB QUALIFICATIONS**

- Prefer an active, participating Catholic in full communion with the Roman Catholic Church
- BA/BS degree in elementary education, preferred; Community expert in area acceptable
- Current State of Minnesota Teaching License, preferred
- Ability to play piano and/or organ, preferred
- Pass required background check(s)
- Meet Diocesan requirement for VIRTUS Training
- Appropriate educational experiences
- Exhibit competence in age appropriate instructional methods and knowledge of subject matter being taught.
- Must demonstrate evidence of good classroom management techniques.
- Must have proficiency in technology skills as the position demands, including but not limited to the Internet, Microsoft Word, Excel, PowerPoint
- Possess good people and learning skills.

### **VI. MENTAL DEMANDS**

- Be knowledgeable and supportive of the Catholic School mission and philosophy
- Be active, knowledgeable and supportive of the Catholic faith and witness this to the community.
- Work effectively and collegially with others
- Work well with others maintaining a positive and helpful attitude even in chaotic times.
- Ability to make decisions
- Ability to work without supervision
- Ability to learn and implement new educational strategies.
- Ability to manage and maintain a classroom of students effectively.
- Ability to take direction from the principal and effectively complete new programs, processes, and procedures as directed.
- Keep supervisor and others appropriately informed
- Follow instructions and be able to complete tasks within appropriate timelines.
- Must have the ability to plan, organize and meet deadlines.
- Possess ability to recognize and maintain confidentiality
- Must keep information confidential and have integrity and honesty
- Communicate effectively with parents, staff, administrator, superintendent, and parish community.
- Ability to problem solve, deal with conflict and adversity.

### **VII. PHYSICAL DEMANDS**

- Ability to work 10 + hours per week.
- Fulfill total commitments of the educational program and other activities of the school year.
- Be able to attend school- parish related activities outside of regular classroom time such as concerts, performances, the Christmas Program, and other events that are required by the administration.
- Able to speak, see, hear, and respond to students, staff, and parents at all times.
- Able to move around for long periods of time.
- Lift and carry up to 15 pounds using proper lifting and carrying techniques.
- Use telephone, computer and related technologies to send and receive calls and emails.
- Operate a computer, including use of keyboard and smart board technology.
- Environment-normally in a classroom most of the time,

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**EMPLOYEE:** I have reviewed this job description and agree it is an accurate representation of the responsibilities of my job. I understand that as an organization's needs change, my job description will change.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**SUPERVISOR:** I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this capacity.

\_\_\_\_\_  
Signature of Employer

\_\_\_\_\_  
Date