



Position Title:	Upper School Music Teacher
Date Modified:	December 2025
Reports to:	Director of Fine Arts
Position Purpose:	Responsible for student instruction for Upper School choir, musical director for the Upper School musical, and various classes based on experience and curricular needs. Creates a well-rounded, comprehensive instructional program that reflects best practice through inquiry and research-based instruction.
Work Hours:	7:30 a.m. – 4:00 p.m. Some seasonal after-school rehearsals. Available nights and weekends, as necessary
Work Calendar:	School Year

Description

The Upper School Music teacher teaches Upper School performing arts courses with a focus on choir. The teacher works closely with other faculty members to create interdisciplinary units and courses. Music courses may be introduced according to the curricular needs of the school as well as the interests and experience of the candidate. In addition to teaching choir/vocal performance classes in the Upper School, this position will serve as the Music Director for the Upper School musicals and be responsible for various choir performances throughout the year, such as holiday concerts, open houses, and development events.

Essential Functions and Tasks

- Teach Upper School choir/vocal and music arts classes and choir electives.
- Provide academic guidance to students; serves as a student advocate, helping students and families respond to specific academic, emotional, and developmental challenges.
- Provide a supportive, orderly, and interactive classroom environment that fosters creative learning.
- Coordinate the music direction for the Upper School musical.
- Supervise select performance ensembles.
- Determine the focus, sequence, emphasis, and essentials of course content under the guidance of the Director of Fine Arts.
- Work collaboratively with specialists, administration, and faculty to foster a positive work environment grounded in a growth mindset.
- Ensure Upper School facilities are ready for the start of school each day.
- Attend all Arts Department meetings and division meetings.

- Demonstrate flexibility and enthusiasm to work outside of traditional school hours (after-school and weekends) to fulfill rehearsal and performance expectations.
- Provide a safe and joyful learning environment.
- Participate in student-centered assessment and reporting.
- Serve as a mentor and advocate for students and colleagues.
- Use differentiated instruction and integrate technology in the curriculum.
- Maintain course web pages and use student management software.
- Attend admissions-related and Fine Arts events.
- Fulfill duties assigned by the Head of School and supervisors.
- Participate in professional growth and evaluation programs.
- Maintain alignment with school mission and strategic plans.
- Assist in faculty recruitment and onboarding.
- Assessed through the Professional Growth and Evaluation Program.
- Represent and promote the school in a positive manner at various school events.
- Develop, research, and attend professional development.
- Employee may be required to work remotely, participate in an on-call rotation schedule, as determined by the employer's sole discretion.
- Performs other tasks and duties as assigned by the Head of School and the Director of Fine Arts.
- This job description is intended to describe the basic, critical elements of the job and should not be construed as an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.
- This job description does not constitute a contract. It may be modified or amended at any time as determined in the employer's sole discretion.

Qualifications

- Bachelor's degree required, Master's degree preferred, or equivalent professional experience.
- Professional experience in music and keyboard abilities preferred.
- Experience teaching instruments preferred.
- Proven ability to serve as Music Director for Musical productions and to recruit and lead a pit ensemble
- Excellent verbal and written communication skills.
- Experience teaching in an independent school environment preferred.
- Performing Arts Administrative experience is a plus.
- Demonstrates leadership and facilitative skills, including the ability to relate effectively with administrators, operations staff, colleagues, parents, and students.

Physical Requirements and Work Environment

- Occasionally lift 50 pounds.
- Standard office conditions and climate.
- May work in varied extreme outside weather conditions during school events, special activities, and fundraising events.
- Ability to work in a fast-paced environment, dealing with a wide variety of challenges and deadlines.
- May work at a desk and computer for extended periods of time.
- Ability to stoop, bend, kneel, stand, walk, and reach.