

# Diocese of Sacramento JOB DESCRIPTION

<b>SCHOOL:</b> Sacred Heart Parish School	<b>POSITION STATUS:</b> P/T
<b>POSITION:</b> Music Teacher	<b>SCHEDULE:</b> Monday/Thursday 12 – 3 pm
<b>CATEGORY:</b> Non-exempt	As needed for School/Family Masses

**SUPERVISOR:** Theresa Sparks, Principal

**JOB SUMMARY:** The position of the Music Teacher is to develop a prayerful, singing assembly through example, celebration, preparation, evaluation, education and personal ministry. In cooperation with all the Faculty, the Music Teacher promotes student participation in the death, resurrection, and ascension of Christ in liturgy through song and challenges the students to live it more deeply.

**ESSENTIAL FUNCTIONS:** Applies the professional skills and knowledge of specialized field to perform work without specific directions using considerable judgment. Collaborates with and advises Principal and Faculty.

### General Responsibilities:

- Instructs students in liturgical music to encourage Mass participation.
- Assists Choir Director in preparation for monthly Family and School Masses.
- Instructs students in note reading to further encourage singing.
- Teaches other musical genres with an emphasis on American Folk music.
- Selects music in a collaborative manner in accord with liturgical norms to encourage the participation of the assembly.

### Other Responsibilities as designated by the principal

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### MINIMUM QUALIFICATIONS:

**Education:** B.A. (M.A. preferred) in music with emphasis in choral direction.

**Experience:** Professional training and experience in choral direction.

**Skills / Knowledge:** Liturgy and liturgical music knowledge; knowledge of scripture; practicing Catholic with knowledge and understanding of the Catholic Church in general. Organizational and leadership skills that utilize patience, enthusiasm, energy, and kindness. Ability to sing as well as an average choir member. Proficiency in organ, keyboard, and/or other instruments.

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE