



Date Posted: May 2024

Send resume to: Name: Katie McIntyre  
Address: 2999 Eggert Road, Tonawanda, NY 14150  
Email: [kmcintyre@stameliaschool.org](mailto:kmcintyre@stameliaschool.org)

Type of Employment: Summer:  Part-Time  If part-time, # of hours per week Full-Time:

Job Title of Open Position: Elementary School Music Teacher

Salary: Range \$28,500.00, or commensurate upon experience Salary will be:  hourly  other

Employer: Saint Amelia School Department Teacher

Location Address: 2999 Eggert Road, Tonawanda, NY 14150

Employer website: www.stameliaschool.org

Position summary: The primary purpose of this position is to teach general music classes to children ranging in age from pre-kindergarten through eighth grade. Teachers are responsible for the welfare and safety of the students under supervision.

Essential Duties of the Position – the following duties reflect the types of work this position requires with or without reasonable accommodations.

#### CATHOLIC DIMENSION:

- Integrates Church and Catholic social teaching throughout curriculum
  - Participates in faith formation experiences; is active in the faith life of the school
  - Ensures that prayer is a regular part of classroom and school procedures
  - Provides opportunities for Christian service learning as part of the curriculum
  - Demonstrates an understanding of Catholic identity
- Participates in adult faith formation and professional development opportunities
- Effectively uses catechetical methods
- Creates sacred ground as part of the classroom environment
  - Leads daily prayer and participates in school liturgies

#### CURRICULUM/INSTRUCTIONAL:

- Creating and executing exciting and relevant plans that are age and developmentally appropriate
- Coordinating and producing annual Christmas play/musical and Spring musical in collaboration with others
- Leading liturgical music and/or children's choir
- Designing/creating musical playbills
- Participates in a professional learning community in the school
- Recording grades in eSchool in a timely manner
- Care and upkeep of musical instruments and other materials
- Uses computer/technology and/or other available instructional resources to enhance learning
- Guides students to understand how concepts/content are relevant to their lives

#### CLASSROOM MANAGEMENT:

- Maintain compliance with Safe Environment requirements through attendance at a diocesan Safe Environment workshop and completion of ongoing training requirements as assigned
- Follows and enforces school procedures and policies
- Sets, enforces and shares behavioral and work standards with students and parents/guardians
- Preplans activities of the class with regard to materials, use of time, and scope of program
- Monitors student behavior at all times; responds to behavior in an effective and sensitive manner using positive reinforcement or appropriate consequences
- Ensures all necessary materials are available for substitute teachers including class roster, outline of program planned for the day; location of records, seating chart if applicable and any extra duty assignments

#### PROFESSIONALISM:

- Establishes and maintains appropriate relationships with students, parents, staff and community members by communicating in a tactful, courteous, and confidential manner
- Respects the legality and confidentiality of documentation, record-keeping and communication
- Exhibits personal behaviors that promote student learning including punctuality, regular attendance, sense of humor, initiative, energy and enthusiasm
- Exhibits professional behavior that affects student learning, professional dress, mature judgment, fairness, poise and self-control
- Models professional behavior when utilizing social media
- Reads and keeps current on theory and educational best practices; seeks and participates in opportunities for professional growth

#### PRINCIPAL ASSIGNMENTS:

- Attends faculty meetings, department chair meetings and other administrative meetings as requested
- Reviews emergency drills and procedures with students
- Completes reports and surveys as requested and submits budget request to principal annually
- Performs responsibilities with integrity, honoring confidences and loyalties ascribed to and required of a faculty position
- Other duties as requested by principal

#### STUDENT/BEHAVIOR MANAGEMENT:

- Supervises students inside and outside the classroom in accordance with the regulations established by the school
- Responsible for tracking attendance and procedures related established by school administration

#### EDUCATION REQUIRED:

- Bachelor's degree leading to Master's degree in Education, with certification in Music Education
- New York State permanent certification or Professional Certification

Experience Desired in the area designated with certification

- Piano and/or guitar playing skills preferred
- Background in liturgical music desired

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Ability to work with students meeting their individual educational needs
- Ability to be a team player
- Forward thinker that looks for continuous improvement, creative approaches to teaching techniques
- Flexibility with approach to teaching to meet individual learning styles
- Ability to problem solve working cooperatively with others to do so
- Understands basic technology as it relates to classroom performance, eSchool, laptop etc.

- Possess strong interpersonal skills, diplomatic and collaborative style of decision making skills
- Incorporates real life problem solving lessons into curriculum

**TECHNOLOGICAL SKILLS DESIRED:**

- Computer literate including working knowledge of Microsoft Office
- Overall comfort with computer applications

**Ergonomic requirements**

The functions of this position usually are performed standing, sitting, stooping, kneeling, bending, crouching, light lifting, walking, carrying and other movements. Tasks involve working on a computer keyboard, computer software applications, involve extensive wrist, and hand movement. All individuals in this position are required to be able to perform these tasks without significant risk of injury to themselves or others, or to otherwise demonstrate or explain how they can perform the essential functions listed above.

Positions are subject to change depending on the needs of the school.

\_\_\_\_\_  
***Faculty signature***

***Date*** \_\_\_\_\_

\_\_\_\_\_  
***Principal signature***

***Date*** \_\_\_\_\_

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