



PROVIDENCE ACADEMY

Grammar School Music Teacher Job Summary

“Be shepherds of God’s flock that is under your care, serving as overseers—not because you must, but because you are willing, as God wants you to be; not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock.” 1 Peter 5:2-3

Essential functions of the job include but are not limited to the following:

- Passion for learning and commitment to classical instruction.
- Understanding of the trivium, quadrivium, classical pedagogical practices, and the *Seven Laws of Teaching*
- Plan, prepare and post weekly lesson plans with clear objectives that facilitate classical learning
- Plan, prepare and post weekly assignment sheets with the satellite classroom in mind
- Prepare instructional materials for classroom instruction.
- Use a variety of classical teaching methods as well as a variety of teaching aids.
- Develop lesson plans and tests in accordance with long range plans.
- Classically instruct while integrating Biblical truth and monitoring student learning.
- Teach classes as assigned following the school’s scope and sequence and course lead sheets provided
- Demonstrate a mastery of discipline(s) assigned.
- Understand the role of the parent as a partner in education by taking the lead in building effective relationships
- Pursue clear and consistent communication with parents to resolve behavioral and academic issues, which includes returning phone calls and responding to emails in a timely manner
- Manage student behavior in the classroom and maintain biblical discipline standards in accordance with Providence Academy’s code of conduct.
- Responsible for helping enforce all rules and regulations relating to student conduct, including the dress code.
- Observe and evaluate student performance and development to provide appropriate feedback.
- Record student absences and tardies for the attendance office.
- Grade and return classwork, homework, tests and assignments within one week
- Prepare grades at the end of each quarter according to the Providence Academy grading policies
- Update the course syllabus (Lion Tracks) and Curriculum Trak on an annual basis or as needed.
- Take initiative for independent growth in furthering understanding of classical education.
- Navigate and use FACTS (online school management platform) to post lesson plans and assignment sheets and enter grades.
- Plan and supervise one field trip annually related to a field of study in assigned grade level
- Comply with all Providence Academy guidelines, policies ,and procedures as outlined in the Parent/Student Handbook and Staff Handbook, including the Professional Standards for staff.
- Attend all required meetings/training: new staff training, August training, PPT, State of the School, parent conferences, faculty meetings, professional development, Monday morning prayer, school functions and training, as well as other scheduled events.
- Implement all other duties assigned

Specific to Music (K4-5th grades)

- Be willing to develop a choir program for Grammar School
- Be able to read music fluently (proficiency in piano is preferred)
- Have experience teaching music
- Plan and direct performances for the Classical Christmas Showcase and Fine Arts Night in the spring