



## Secondary Choir Teacher

**Job Title:** Secondary Choir Teacher

**Reports to:** Secondary Principal

**Profile:** Teachers at Central Christian Academy are responsible to teach Christ-centered instructional objectives to their students. The secondary choir teacher will help lead the fine arts vocal music program. This position is currently budgeted as a part-time position. The secondary choir teacher serves as a member of the CCA teaching faculty and provides direction and instruction for the program. The ideal candidate will have a vibrant faith in Jesus Christ as well as educational experience teaching vocal music to secondary students.

### **Spiritual Requirements:**

- Evidence of a committed and mature faith in Jesus Christ
- A belief that the Bible is God's inerrant and infallible word
- Evidence of active church attendance and membership at a church whose statement of faith is consistent with that of CCC and CCA
- Agreement with CCA's Mission, Core Values, Purpose and Statement of Faith
- Agreement with CCA's employee lifestyle statement
- Ability to teach biblical truth to elementary school students
- Willingness to serve as a Christian role model as outlined in the CCA employee handbook
- Willingness to set an example of prayer, Bible study and unity in Christian fellowship
- Commitment to resolve professional and personal conflict biblically

### **Professional Requirements:**

- Experience teaching vocal music consistent with school instructional objectives at the appropriate grade levels
- Familiarity with a wide repertoire of music literature including sacred music
- Ability to teach appropriate levels of music theory as needed
- Ability to prepare well for and lead productive rehearsals
- Ability to oversee and produce high quality concerts, programs and pieces for competitions as needed
- Keep daily and weekly records for attendance, grades, and lesson plans
- Ability to integrate biblical truth into all subject areas
- Ability to integrate and teach appropriate technology in lessons
- Ability to manage a classroom effectively and efficiently
- Ability to develop positive rapport with students, parents, and colleagues
- Ability to utilize school's SIS program (FACTS) effectively to communicate and keep records
- Ability to use platforms such as Google Classroom, Microsoft Teams for online learning
- Maintain a clean, attractive, and well-ordered classroom environment
- Agree to follow policies and procedures set forth in the CCA employee manual
- Assist in student supervision duties as needed

- Participate as a member of the secondary faculty and attend meetings, conferences and professional development as needed
- Provide timely communication to students, parents, volunteers and administration as needed

**Personal Requirements:**

- Strong communication skills in both speech and writing with students and adults.
- Organizational skills to maintain clear curricular goals, active records, and music inventory
- Strong confidentiality in communications and personal information
- Ability to successfully collaborate with other teachers
- Recognition of the need for good public relations
- Ability to represent the school in a professional manner to its constituency and the general public

**Education:**

- Bachelor's degree required
- Classroom teaching background in vocal music preferred
- Training or experience in leading successful vocal groups preferred
- State licensure or ACSI certification required
- Willing to be lifelong learner and continuing education

**Physical Requirements:**

- The ability to stand, walk, sit, kneel, bend, reach, grip, push, pull, carry for a duration of time. Ability to lift 25 pounds. The ability to use fine motor skills including tactile while performing a task.

**Acknowledgement:**

I acknowledge that I have read the job description and requirements for the Secondary Choir Teacher position and I certify that I can perform these functions.

Employee/Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

*This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other related duties as assigned by the appropriate administrator. Central Christian Academy reserves the right to update, revise or change this job description and related duties at any time.*

**Applicants: Please apply [here](#)**