



# WILLOWS ACADEMY

**Position:** Chamber Choir Director  
**Reports to:** Head of School  
**Member of:** Fine Arts Department  
**Position:** Part-Time  
**Salary Range:** \$35,000-45,000

**Start Date:** August 8, 2025

## Position Overview:

Willows Academy seeks an experienced and passionate Chamber Choir Director to lead our select vocal ensemble. The ideal candidate will inspire and challenge students through high-quality choral instruction, fostering musical excellence while creating a positive learning environment.

## Key Responsibilities:

- Direct and rehearse the chamber choir, selecting an appropriate repertoire that is both engaging and educational.
- Plan and lead weekly rehearsals, preparing students for performances throughout the school year.
- Organize and conduct performances for school events, concerts, and community engagements.
- Provide vocal training, musicianship skills, and ensemble techniques to enhance students' abilities.
- Foster an encouraging and disciplined rehearsal environment that supports student growth and confidence.

## Qualifications:

- Bachelor's degree in Music, Choral Conducting, Music Education, or a related field (Master's preferred).
- Previous experience directing choirs, preferably at the middle or high school level.
- Strong vocal pedagogy knowledge and ability to work with developing voices.
- Excellent conducting, rehearsal, and organizational skills.
- Ability to inspire, motivate, and mentor young musicians in a supportive and positive manner.
- Strong communication and collaboration skills.



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## **Preferred Qualifications:**

- Experience working in an all-girls or independent school setting.
- Familiarity with diverse choral repertoire, including classical, contemporary, and multicultural works.
- Piano proficiency for rehearsal purposes.

## **Schedule & Compensation:**

- Part-time position 20 hours/week.
- Rehearsals and performances will be scheduled in coordination with school activities.
- Compensation is commensurate with experience.

## **Application process:**

Please submit a cover letter expressing interest and a resume to [employment@willowsacademy.org](mailto:employment@willowsacademy.org)

## **Teaching at Willows**

### **School Context and Mission:**

Willows Academy challenges young women to transform society for the good. In partnership with parents, we facilitate the development of their character, intellect, and love of God. Guided by the teachings of the Catholic Church, we focus on providing a rigorous liberal arts curriculum, personalized mentoring, and vibrant student life.

### **What Willows Offers**

1. An authentically Catholic school that supports traditional values.
2. A joyful, welcoming, all-girl environment with measurable social and learning benefits.
3. A strong partnership with parents, where parents are supported as the primary educators of their daughters.



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4. A personalized experience with one-on-one monthly mentoring, small class sizes, and vibrant student life programs in athletics, performing arts, clubs, and co-curriculars.
5. An integrated educational approach unites a rigorous liberal arts curriculum with faith, character, and personal formation.
6. A tradition of excellence, our graduates consistently attend some of the best universities in America and were awarded \$8 million in scholarships last year.

## **Portrait of a Willows Teacher**

A Willows teacher:

- Reflects on teaching practice to make instruction meaningful and engaging for students.
- Partners with parents as students' primary educators.
- Strives to educate the whole person in and out of the classroom.
- Works with optimism and professionalism.
- Contributes to a collegial, professional learning community.

## **Teacher Responsibilities:**

- Use professional expertise to develop unit and lesson plans aligned with the course description and department mission.
- Design formative and summative assessments that show evidence of student understanding and offer feedback for students to grow.
- Establish a classroom culture of respect, rapport, and love of learning.
- Supervise 2-3 study hall periods during the week.
- Work closely with department head(s) and dean(s) to make curricular decisions and address student needs.
- Participate in school-sponsored professional development and mentoring, including regular department meetings, grade-level meetings, and faculty in-service days. Additional support for outside professional development is available.
- Communicate with parents at Back-to-School Night, Parent-Teacher Conferences, and via email, phone, or in-person meetings.
- Serve as a mentor to 3-5 students.
- Collaborate with a teacher team to lead a homeroom.
- Participate in school traditions.



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- Teachers are welcome to support student life as club moderators and sports coaches.
- Support admissions office with school visitors and open houses.
- Uphold school policies and perform other job responsibilities as requested.

## **Teacher Qualifications:**

According to its mission and vision, Willows Academy is an all-female teaching and learning environment. The applicant must hold a bachelor's degree, but a master's degree and teaching certification in the subject area are preferred.

Applicants will be chosen based on their in-depth understanding and commitment to the school's vision and mission, ability to work closely and communicate successfully with individual students/parents/coworkers, degree of subject matter expertise, and breadth and flexibility of instructional strategies.

## **Benefits:**

Salary is commensurate with experience and educational qualifications. Full-time employees are eligible for medical, dental, and vision insurance and long-term disability, short-term disability, and life insurance.

**See Willows in Action:** [Willows website](#)

[Willows Advantage - Willows Academy](#)

[Willows on Fox 32 Pep Rally Friday](#)