



# WILLOWS ACADEMY

**Position:** Middle School and High School Music Teacher  
**Reports to:** Head of School  
**Member of:** Fine Arts Department  
**Position:** Part-Time/Full-Time  
**Start Date:** August 8, 2025

## Position Overview:

We seek an enthusiastic and experienced Music Teacher to lead and develop our middle and high school music programs. The ideal candidate will have expertise in vocal instruction and choral directing and some experience with instrumental music. This role requires a passionate educator who can inspire students, create engaging lessons, and cultivate a love for music in a supportive environment.

## Key Responsibilities:

- Teach general music classes, choir, and handbell/instrumental ensemble to middle and high school students.
- Direct school choirs, selecting diverse and appropriate repertoire, and preparing students for concerts and performances.
- Build and expand the instrumental program, teaching technique, ensemble skills, and musicianship.
- Plan and conduct rehearsals, ensuring students are prepared for school events, concerts, and external performances.
- Organize and oversee performances, including concerts and school ceremonies.
- Maintain an engaging, well-structured curriculum aligning with school values and educational goals.

## Qualifications:

- Bachelor's degree in Music, Music Education, Choral Conducting, or a related field (Master's preferred).
- Experience teaching middle and high school students in a classroom and ensemble setting.
- Proven experience directing choirs and handbell ensembles.
- Strong vocal pedagogy knowledge and the ability to work with developing voices.



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- Ability to teach fundamental music theory, sight-singing, and musicianship skills.
- Excellent conducting, organizational, and classroom management skills.
- Strong communication and interpersonal skills, with the ability to inspire and mentor students and to communicate effectively with parents.

## **Preferred Qualifications:**

- Experience working in an all-girls or independent school setting.
- Piano proficiency for accompaniment during rehearsals and performances.
- Familiarity with diverse choral and handbell repertoire, including classical, contemporary, and multicultural works.

## **Schedule & Compensation:**

- Compensation is commensurate with experience.
- Piano proficiency for rehearsal purposes.

## **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; a master's degree and teaching certification in the subject area is 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 commensurate with experience and educational qualifications. Full-time employees are eligible for medical, dental, and vision insurance as well as 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](#)