



Atrium Music Director – Part-Time

Music is a central hallmark of our Atrium community and helps to set the rhythm of our school year. Our music program is multi-layered and richly a part of the fabric of the school.

Our Music Director is fully a part of our school faculty.

Familiarity and understanding of the school's mission and philosophy is essential. Actively participating and helping to build a community of collaborative educators is critical to the role of our Music Director. Flexibility and willingness to "jump in" when needed is essential to the role. It is expected that all Atrium faculty take their role as an educator of children with the utmost level of professionalism.

Primary Responsibilities of Atrium's Music Director:

- Teach general music classes, PreK through 8th grade (including 4th/5th chorus, Middle School chorus, and Atrium Band)
- Teach instrumental music (such as violin, drumming, recorder) to all students in grades 2-6, and most in grades 7 & 8, about 85 in all.
- Lead music at Friday assemblies
- Prepare students and faculty for six annual all-school assemblies, PreK - 8
- Collaborate with classroom teachers in music projects
- Collaborate with middle school faculty and specialists in middle school arts projects
- Be present for and/or lead activities in admissions events
- Attend faculty work-weeks and monthly faculty meetings
- Compose mid-year and end-of-year reports
- Co-Direct Atrium Musicals (Fall and Spring)
- Coordinate or lead music-related after-school offerings
- Coordinate *Music for Food* activities and fundraiser
- Explore outreach to the greater Watertown community

Working relationship with Classroom Teachers

- Establish cooperative working relationship with classroom teachers and collaborate on various classroom projects.

Responsibility to Students

- Treat children with respect and an understanding of their developmental needs without bias or favoritism
- Encourage children's independence and pro-social behavior
- Prepare and provision for learning activities
- Come to know each individual learner and document their development

Responsibility to Parents

- Establish a relationship with parents.
- Participate in the collection of data for the writing of music curriculum updates to be disseminated when progress reports are due.
- Keep a record of significant parent interactions to share with Head of School
- Welcome prospective parents when they are visiting the classroom
- When requested, help with Open Houses, which will include 1-2 weekend Open Houses

Physical Environment

- Help to set up the environment during Faculty Orientation
- Help to keep the environment, clean, organized, safe and inviting to children and parents
- Maintain Atrium instruments

Faculty

- Attend opening day of Faculty Orientation and CPR and First Aid, as well as additional days coordinated with the director and lead teacher
- Participate in new teacher orientation and August professional development
- Create and pursue an individual professional development plan, including development of professional expertise as a musician, as an educator, and as a program leader.
- Attend monthly faculty meetings
- Meet with teachers periodically to check in about ways in which you can be a resource to them
- Check your Atrium email daily for faculty and school information
- Meet regularly with Assistant Head of School

Curriculum

- Create and develop music curriculum for all grades, as well as pedagogy that nurtures a love for music and its integral relationship with all areas of learning.
- Document and keep organized all curriculum and materials
- Plan and implement all school seasonal assemblies and graduation music as well as demonstration of learning assemblies
- Work to meet the needs of all students by modifying and or adapting curriculum and expectations as necessary

Qualifications:

- 4-year college degree in music or music education
- Advanced degree preferred
- Experience in
 - Music curriculum design and implementation
 - Choral direction and program
 - Musical instrument instruction
 - Proficiency playing a musical instrument
 - Musical theater
 - Event & project management