



# Christian Brothers High School

## Job Description

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Job Title: **Teacher Choral Director**  
Reports to: Assistant Principal  
Status: (FTE) 1.00  
FLSA Status: Exempt      Salary: \$50,490 to \$98,486. Generous Benefit Package.

### **The Mission of Christian Brothers**

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

### **Summary of Position:**

Christian Brothers High School is looking for a dynamic and enthusiastic choral music educator to direct its choral music program, including teaching an introductory Men's/Women's Choir, an intermediate Concert or Chamber Choir, and an advanced Honor's Chorale. Additional teaching areas may be considered as applicable. The ideal candidate for this position would be an experienced vocalist and conductor who enjoys working with high school aged students and their families. Applicants should have strong musicianship, confident leadership skills, the ability to collaborate effectively with colleagues and administrators in a team decision-making environment, excellent oral and written communicative skills, and proficiency in technology.

### **Essential Job Duties and Responsibilities:**

#### ***Leadership***

1. To become familiar with the main principles and tenets of Catholic/Lasallian education and actively support the school's mission, philosophy, and goals.
2. To promote the standards and good name of the school both internally and externally.
3. To participate constructively in the school's various forums and systems for evaluating the school and recommending improvements, including the accreditation process.

#### ***Employee-Related***

1. To provide documentation of educational background and other materials, the school needs to maintain up-to-date personnel files.
2. To observe the schedule of working hours established by the Administration, including unique plans for meetings, workshops, open houses, graduation, and other school functions.

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3. To comply with all policies and procedures related to teacher absence, including but not limited to illness, personal time off, tardiness, leave, and participation in the teacher substitution program.

### ***Professionalism***

1. To maintain professional ethics, confidentiality, and protocol.
2. To observe the school's faculty dress, appearance, and language standards.
3. To report punctually for classes, meetings, perfecting, other assignments, and designated periods.

### ***Instruction/Curriculum***

1. Plans and implements an engaging and comprehensive choral music curriculum to include vocal technique, ensemble performance, and music theory.
2. Evaluates students' aptitudes and proficiencies and guides their progress in regard to choral work.
3. Teaches singing to individuals and groups, including, but not limited to student-run a cappella groups.
4. Leads choral groups in regular and special performances for school programs, prayer services, community activities, concerts and festivals.
5. Successfully recruits students into the chorus program.
6. Conducts group rehearsals and instruct and coach members in their individual parts, in fundamentals of musicianship, and ensemble performance.
7. Serves as the music director for the theatre program's annual musical (in collaboration with the Theatre Director);
8. Actively supports choral and band concerts and musical theater productions.
9. Provides mentorship for student leaders and fosters a sense of community and belonging amongst all choir students.
10. Supervises students inside and outside of the classroom as necessary, such as before school, at break, and at lunchtime.
11. Communicates, consults, and co-operates with other members of the school's staff as applicable;
12. Participates in faculty, staff, department, or other meetings related to the school as required;
13. Demonstrated commitment to supporting equity and inclusion.

### ***Co-Instructional***

1. To observe all policies and procedures for arranging field trips and guest speakers.

### ***Supervision***

1. To remain mentally and physically present with students when engaged in school activities.

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2. To be knowledgeable of the disciplinary, attendance, and dress code policies outlined in the school's Parent/Student Handbook or through administrative directives and to enforce them.
3. To accurately record daily attendance and tardiness in PowerSchool.
4. To ensure the effectiveness of instruction by monitoring student behavior and taking appropriate corrective actions, including student or parent conferences, citizenship grading, detention, or referral to counselors, the Assistant Principal, or the Dean.
5. To ensure the efficient management of classroom business and coordination of schedules.
6. To provide for the security of classrooms and school equipment by locking doors and windows and keeping inventories.
7. To perform all supervisory and perfecting responsibilities assigned by the Dean of Students or other administrators, observing policies and guidelines to ensure students' safety and good order.
8. To provide requested information or recommendations regarding students' behavior to the Administration.

### ***Student/Parent Communication***

1. To keep parents informed of students' academic progress and behavior, using prescribed forms and other appropriate means, and respond to all reasonable requests of students or parents for progress reports and consultation.
2. To initiate meetings with students and parents to discuss improving performance and solving problems.
3. To establish, publish, and maintain teacher availability hours, for a minimum of 2 ½ hours per week, excluding lunch and break, for tutoring, mentoring, or otherwise assisting students.
4. To participate in information and special programs such as Back-to-School Night, Open House, and other events prescribed by the Principal.
5. To participate in the co-curricular life of Christian Brothers High School as moderators of clubs, student activities, and athletic teams as assigned.
6. To participate in the Student Retreat Program when requested by Campus Ministry and approved by Administration.

### ***Professional Development***

1. To cooperate with the Department Chairperson and administrators in implementing the teacher evaluation program.
2. To establish and pursue professional growth goals through coursework, research, conferences, workshops, and continuing education; confer periodically with the Department Chairperson and Administration to assess professional growth needs and plans.
3. To participate in District and school professional development programs.

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4. To complete safety training and follow all safety protocols.
5. To perform other job duties as assigned.

### Job Qualifications and Competencies

1. Proficiency in leading a productive rehearsal and conducting a large choral ensemble.
2. Advanced knowledge of vocal skills and ability to demonstrate sound vocal technique.
3. Familiarity with liturgical music, especially in regard to traditional Catholic practices.
4. Demonstrated skills as a musician and teacher and a passion for chorus.
5. Demonstrated proficiency in playing piano and in particular, playing Catholic liturgical music and playing the piano for music accompaniment is required.
6. Demonstrated ability to relate to students in a positive manner and maintain order and discipline in a respectful and caring way.
7. Demonstrated ability to plan and produce all aspects of school choral programs and productions.
8. Experience in concert programming, curriculum design, budget management, student assessment, and program promotion/recruiting.
9. Excellent interpersonal communication skills. Ability to clearly communicate and work effectively with parents, colleagues and students.
10. Bachelor's degree or post graduate work in music or music education; MA degree and/or additional coursework in choral music/music education preferred.
11. Previous teaching experience required.
12. Previous high school teaching experience preferred.

### Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and/or pull objects
3. Ability to reach overhead
4. Ability to lift up to 25 lbs.
5. Ability to operate a computer
6. Ability to process written, visual, and/or verbal information
7. Ability to operate essential office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School would attempt to satisfy requests if the accommodation needed would not be an undue hardship.

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***Please note: Proof of COVID-19 vaccinations is required as a condition of employment for all CBHS faculty and staff.***

Those interested should submit a resume and cover letter to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org). In the subject line, please list the title of the position you are interested in applying. This position is open until filled.

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***This document neither constitutes an offer of employment nor acts as terms and conditions of employment.***

Christian Brothers High School is an Equal Employment Opportunity Employer.  
Minorities/Women/Veterans/People with Disabilities.

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