



Job Profile

Job Title:	Instrumental Teacher
Department:	Performing Arts
Reports to:	Principal
Date:	10/8/25

General Summary

What is the primary purpose of this position?

The St. Francis Catholic High School Instrumental teacher will be a passionate educator who is deeply committed to Catholic, faith-based education and student success. The Instrumental Teacher is a subject matter expert who, in collaboration with administration, is responsible for building and maintaining a comprehensive instrumental music program and works closely with the vocal, theater, and dance departments. The St. Francis teacher knows how to build a positive classroom culture focused on learning, uses student learning data to drive his or her work, and delivers engaging rigorous instruction. The teacher is expected to implement the school mission and philosophy, to follow the policies of the Diocese of Sacramento, and to adhere to the directives set by school administration. This is a part-time 40% role, teaching two classes of varying levels of band and orchestra.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

- Develop and implement plans for instrumental music program. Design and build curriculum, adhering to school and Diocesan standards.
- Successfully foster and support an inclusive educational environment.
- Teach music classes to performance and non-performance based students, adhering to UC subject F requirements.
- Establish performance requirements and enforce academic requirements in accordance to state and UC standards.
- Direct high school instrumental ensembles of all levels of band and orchestra.
- Prepare lessons that reflect accommodations of individual student differences.
- Conduct ongoing assessments of student achievement through formative and summative assessments.
- Conduct auditions as needed for appropriate ensemble placement.
- Ensure that the programs are cost effective and funds are managed.
- Compile budgets and cost estimates based on documented program needs.
- Maintain a current inventory of all fixed assets within the department.
- Purchase music for instrumental library, jazz, and solo acquisitions.
- Oversee process of cleaning, repairing, and storing of all instruments and equipment.
- Ensure student safety at all times.
- Responsible for student discipline and enforcing the policies of the Student-Parent Handbook
- May participate as needed in liturgies and masses.
- May prepare ensembles for performances, including Baccalaureate and Graduation ceremonies.



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- May oversee related musical clubs such as drumline and color guard.
- Maintain grading records, record daily attendance, and complete all required record keeping as designated by the administration.
- Attend all employee meetings, department meetings, collaboration meetings, and FEP/SST meetings as appropriate.
- Attend and fully engage in all professional development, staff meetings, liturgies, masses, prayer services, assemblies, supervision duties, and school events such as but not limited to Faith Formation, Community Benefit, Back to School Night, Open House, Baccalaureate, Graduation.

Job Specifications/Requirements

List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

BA in Music with a valid California Teaching Credential and/or MA in Music from an accredited college or university preferred.

Job experience:

3 years teaching experience + 3 years conducting experience, preferably in a high school or college setting.

Technical/Functional skills:

- Knowledge of overall operation of instrumental music program
- Ability to play an instrument at an advanced level
- Ability to rehearse and conduct instrumental ensembles of various instrumentation
- Ability to manage and create an instrumental budget
- Knowledge of California State Standards for the Performing Arts
- Ability to transpose and arrange music
- Practical knowledge of and experience with music notation software such as Finale and/or Sibellus
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of high school students
- Strong public relations, and interpersonal skills
- Excellent written and verbal communication skills
- Demonstrated proficiency in Chromebook usage and applications and in integrating technology into the curriculum
- Ability to maintain confidentiality and professional ethics
- Ability to comply with guidelines established for safety training

Other Requirements:

Other duties may be required as needed.

Employee Signature:

Date:

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Supervisor Signature:

Date:

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HR Signature:

Date:

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