

# **Columbia Academy Job Description**

## **Lower School Music Director**

Columbia Academy is associated with churches of Christ and governed by religious tenets. The Academy is seeking staff applicants who are active members of a congregation of a church of Christ. The Academy complies with all applicable federal and state nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, religion, sex, age, color, national or ethnic origin, or disability in the administration of its employment practices.

**TITLE:** LOWER SCHOOL MUSIC DIRECTOR

**REPORTS TO:** LOWER SCHOOL PRINCIPAL

**PAYROLL STATUS:** SALARY EXEMPT, FULL-TIME, TEN MONTH

**TYPICAL HOURS:** 7:30 – 4:00 (Evening/Weekend flexibility required for performances/rehearsals)

### **PURPOSE AND SCOPE OF THE POSITION**

The Lower School Music Director plays a vital role in supporting the social, emotional, and spiritual growth of our students, helping each individual recognize and develop their unique musical talents. By combining sound instructional practices with Christian principles, the Director facilitates high-quality music education and performance opportunities that cultivate a life of service and faith. This role is essential in equipping students with the confidence, discipline, and foundational skills needed to praise God and serve others through the arts.

### **MAIN RESPONSIBILITIES AND JOB TASKS**

#### **Instructional Music (Jr. K – 4th Grade)**

- Develop and implement a comprehensive music curriculum for a 6-day rotation, focusing on music theory and progressive skill-building (e.g., stick notation beginning in Jr. K).
- Provide specialized instrumental instruction, including Ukulele (3rd Grade) and Recorders (4th Grade).
- Prepare students for annual showcase events, including the Christmas Sing-a-Long and Kindergarten Graduation.

#### **Choral Direction (Lower & Upper School)**

- **3rd/4th Grade Chorus:** Direct after-school rehearsals and performances, including Winter/Spring concerts, President's Brunch, National Anthem at football games, and Grandparents Day.
- **5th/6th Grade Chorus:** Direct choral instruction during Specials rotations and manages a full performance schedule.
- **Upper School Choir:** Direct 3rd-period choir, including concert preparation, football game performances, and participation in the Christian Choral Festival.
- **Chapel / Performance Leadership:** Assist in selecting song leaders for chapel and special performances.

## Major Events & Programs

- **Grandparents Day (K-6th):** Design a themed program with matching sets and choreography. Coordinate rehearsals with the Specials team and direct 2 songs per grade level featuring scarves, dance, or instruments.
- **Christmas Sing-a-Long:** Teach Christmas repertoire to grades Jr. K–6th, including a combined school-wide finale. Create all media/slideshows for the event.
- **Kindergarten Graduation:** Direct music for the ceremony and lead daily rehearsals for two weeks prior to the event.

## KEY COMPETENCIES

- **Education:** Bachelor's or Master's Degree in Music Education, Choral Conducting, or Fine Arts.
- **Faith:** A fully committed Christian and active member in good standing of a local church of Christ.
- **Technical Skills:** Proficiency in piano / guitar accompaniment and vocal coaching preferred.
- **Personal Attributes:** Excellent organizational skills to manage multiple rehearsal schedules; ability to inspire and lead both children and adult volunteers.

**WORKING CONDITIONS** The Director must be able to stand for long periods while conducting and move equipment for set builds. This position requires significant "after-hours" availability for evening tech weeks, Saturday set days, and weekend performances.