

<b>Job Title:</b>	Music Teacher (Instrumental and Marching Band)
<b>Location:</b>	Reitz Memorial High School
<b>Reports To:</b>	Principal
<b>FLSA Status:</b>	Exempt – Full-time
<b>Last Revised:</b>	1/24/2025



### OUR CORE VALUES

Trust in God’s Providence, Educating Hearts and Minds, Integrity, Excellence, Zeal, Service, Self-Discipline, Family

### OUR MISSION

Memorial High School calls each student to be more like Christ through the formation of the whole person while instilling a love for lifelong learning, service to others, & our rich traditions.

### OUR SCHOOL

Reitz Memorial is a comprehensive school including grades 9 through 12. It is an inter-parochial Catholic High School operating under the auspices of the Roman Catholic Diocese of Evansville. It exists to inspire and educate students to their highest potential. We combine academic excellence and a wide range of extracurricular activities in a supportive, family-like, Christ-centered, Catholic environment. All students are empowered to grow academically and spiritually, placing value on ethical and social responsibility. Our current students, recent graduates, and 10,000+ alumni demonstrate how a Reitz Memorial education prepares our students for success in college and in life.

### Summary:

Reitz Memorial High School is accepting applications for a full-time Music Education position for the 2025-2026 academic year. The ideal candidate will be able to teach all levels of Music Education. Applicants must hold or be eligible to obtain a Bachelor’s degree in Music Education, or be willing to complete the Transition to Teach Program. **This position works with 9<sup>th</sup>-12<sup>th</sup> grade students in band class, and 6<sup>th</sup>-8<sup>th</sup> grade students in partner school band classes. This individual will also be in charge of the Marching Band Program.**

### Essential Job Functions:

- Ensure students achieve learning outcomes in the subject of Music Education by instructing in a clear, concise, and engaging way, and regularly preparing lesson plans that incorporate the curriculum.
- Incorporate the school’s objectives into your curriculum by remaining up to date with mission and initiatives
- Attend staff development opportunities to improve your skills and receive help and feedback from colleagues
- Regularly communicate with parents and legal guardians regarding child’s performance, track and record student progress and keep records up to date for progress reports and report card conferences

- Review curriculum needs and execute plans for improvement, and provide tutoring and additional support
- Act as a role model by making your students feel motivated while maintaining an approachable personality
- Attend school events to better understand student interest and personalities outside of the regular classroom, build strong relationships with your students and aid in the strengthening of their self-confidence while inspiring them to achieve high goals
- Perform other duties and tasks as assigned



**Required Skills:**

- Expertise in the field of Music Education
- Experience teaching in a classroom environment
- Ability to communicate effectively with all staff and colleagues
- Flexibility and high adaptation skills to work successfully in an unpredictable school setting
- Organization and communication skills
- Experience in Marching Band Preferred

**Education Requirements:**

- Bachelor’s degree from an accredited college or university in education or related field
- Must hold or be eligible to obtain a valid Indiana Teaching License
- Must hold or be eligible to obtain a Bachelor’s Degree in Music Education
- Willingness to obtain dual credit certification status, either through AP or 18 hours of Master’s level coursework in their content field, is expected.

**Application Packet** can be downloaded from the Diocese of Evansville website.

Certified Teacher Application: <https://www.evdio.org/certified-employee-application-instructions.html>

Please submit your letter of interest and resume to Mr. Aaron Schmitt at [aaronschmitt@evdio.org](mailto:aaronschmitt@evdio.org). A complete application packet must be on file with the Catholic Schools Office prior to any offer of employment.

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.