

Middle & Upper School Choral Director

Job Title: Middle & Upper School Choral Director
Potential Addition: *Performing Arts Department Chair*
Department: Performing Arts
Reports to: Head of Upper School
FLSA Status: Exempt
PDS Status: Faculty, full-time, benefited

Employment Opportunity: Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 1,825 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PDS is recognized as one of *The Charlotte Observer's* "Top Workplaces 2022", "Top Workplaces 2019", as well as, "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PDS is recognized as one of greater Charlotte's 2018 and 2019 Healthiest Employers by the *Charlotte Business Journal*. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

This position is a teaching position beginning August, 2023.

Responsibilities:

The Middle School/Upper School Choral Director will report to the Upper School Head and will be responsible for teaching one 5th grade chorus, one 6th grade chorus, one combined 7th and 8th grade chorus and one combined 9th-12 grade chorus. The Choral director will also play an instrumental role in working alongside other colleagues in the department during school musicals (middle, upper, and all-school musicals) and other student performances. In addition to the normal teaching responsibilities, the candidate will also advise a group of 8-12 students, supervise a study hall, serve as faculty advisor to the upper school A Cappella

group(s), lead a middle school A Cappella group, and perform periodic duty assignments (lunch, traffic, detention, etc.). There is also a current search for the next Performing Arts Department Chair, which could potentially be an additional leadership role in the department for qualified candidates.

Qualifications:

Minimum requirement is that the candidate holds a bachelor's degree in music education, with preference given to candidates who hold a Master's degree in music with an emphasis in vocal/choral music. Candidates should demonstrate proficient keyboard skills necessary for rehearsing choruses. Three years or more of teaching experience is preferred, and candidates should have a strong academic background and possess proficient technology skills.

Preference will be given to candidates who have experience teaching middle and upper school grades. The candidate should have superb organizational skills, excellent verbal and written communication skills, and the ability to work effectively as a team member. Experience with the Google Suite of Apps is beneficial.

Salary and Benefits: Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement, medical/dental coverage and more.

Application Process: Applicants should submit a cover letter of interest, current resume, three letters of recommendation, and a list of references with telephone numbers. Materials should be emailed to:

PDS.choraldirector@providenceday.org

The position is open until filled. Providence Day School is an equal opportunity employer (EOE).