

Assistant Cantor  
(Music Teacher/Choir Director/Music Office Assistant)  
Grace Lutheran Church and School, River Forest, Illinois

This full-time position encompasses teaching music and directing choirs at Grace School and assisting in administrative needs of the Grace Music Office.

The position involves teaching music classes at Grace Lutheran School from Pre-Kindergarten through Jr. High School. Music education from Pre-Kindergarten through Grade 4 is focused on the fundamentals of music, beginning with play-based methods, and moving toward sacred choral music, preparing students for a more performance-based curriculum in Grades 5 through 8. All students in Grades 1 through 8 are involved in leading Sunday worship through song, although Jr. High students have the option of participating in a handbell choir. The music teacher will work with Grace's Cantor to direct the upper grade choirs and work with others on occasional special projects. The music teacher will prepare and direct or co-direct musicals, Grace's annual Christmas Eve services, coordination of entries in a Fine Arts Festival, and a Grandparent's Day concert.

A candidate for this position should have experience in or aptitude for teaching Ukulele, Recorder, World Drumming, and Orff Instruments. Functional keyboard abilities are essential. Knowledge and experience with Orff, Kodály, or Dalcroze methods preferred. Valid Illinois Professional Educator License with endorsement in Music or a bachelor's degree in Music Education preferred. The candidate should be knowledgeable and skilled in individual and ensemble vocal techniques.

Music Office responsibilities include working with Grace's Cantor on the administrative and logistical end of the Bach Cantata Vespers ministry, including contracting musicians, communicating details, preparing check requests, working with others to maintain donor lists, and setting up for services, which involves the moving of chairs, stands, and distribution of music. The ideal candidate will be an active participant in the overall ministry of Grace Lutheran Church and School, its Parish Choir, and will assist with rehearsals and conduct the Grace Parish Choir in the Cantor's absence.

Interested candidates should submit a cover letter, Curriculum vitae, and three references to both of the following contacts:

Bill Koehne, principal  
Grace Lutheran School  
[bkoehne@graceriverforest.org](mailto:bkoehne@graceriverforest.org)

The Rev. Michael D. Costello, cantor  
Grace Lutheran Church and School  
[mcostello@graceriverforest.org](mailto:mcostello@graceriverforest.org)

## General Teacher Job Description

Grace Lutheran School – River Forest, IL

### Classroom Environment

A GLS teacher must establish a culture of cooperation and respect within the classroom. This includes but is not limited to...

- Creating a positive, supportive space where all students feel welcome and emotionally safe, including:
  - o Interactions between teacher and students.
  - o Interactions amongst students.
- Being able to monitor and maintain classroom behavior in a positive, constructive manner so that everyone can learn.
- Establishing relationships with students that allow you to get to know them beyond their academic performance.
- Organizing and managing classroom procedures effectively.
- Arranging the physical environment to complement the learning atmosphere.

### Planning and Preparation

A GLS teacher must be well prepared for delivering the lessons of the day. This includes but is not limited to:

- Demonstrating command of the subject matter.
- Selecting instructional goals and differentiating to meet the needs of diverse learners.
- Developing a plan and method for evaluating student work in line with instructional goals.
- Using student performance data in preparation for instruction.

### Instruction

Instruction at GLS should take on a variety of forms based on the lesson being taught. Each lesson should include:

- Communicating clearly the objective and purpose of the lesson.
- Communicating clear directions and procedures within the lesson.
- Keeping all students involved in the lesson.
- Providing a summary of key points of the lesson.

Over the course of various units, instruction should include but not be limited to:

- Using technology to enhance learning.
- Monitoring student progress and using formative assessment to adjust instruction.
- Using a variety of forms for summative assessments.

### Communication

A GLS teacher must display effective verbal and written communication skills with students, parents, colleagues, and administration. These include but are not necessarily limited to:

- Delivery of lessons that students understand.
- Ability to communicate classroom expectations with students.
- Regular written communication with parents.
- Phone calls or e-mails to parents when student work or conduct warrants it.
- Maintain a teacher web page.

### Professional Responsibilities

A GLS teacher must take care of the following professional responsibilities:

- Maintain current and accurate student records.
- Participate in professional development to keep curriculum and instructional practices current. Examples include attending conferences, reading journals, viewing webinars, etc.
- Collaborate and communicate professionally with parents.
- Collaborate and communicate professionally with co-workers.
- For full-time teachers, regular attendance at faculty meetings and participation on faculty committees.

As an educator in a Christian school, a GLS teacher is also expected to:

- Establish a caring relationship with each student.
- Share personal faith with students and colleagues.
- Have words and actions that exemplify Christian conduct.
- Attend church and school events in support of students.