



## PART-TIME MUSIC TEACHER FOR 2025-2026 SCHOOL YEAR

Ecole Notre Dame des Victoires (NDV), a Catholic elementary school (Transitional Kindergarten - Grade 8) located in downtown San Francisco, seeks a part-time music teacher.

### *Duties:*

- Teach music classes to students in transitional kindergarten through seventh grade
- Teach soprano recorder to fifth grade students
- Coordinate and work with the director of faith formation to prepare for school and class masses
- Prepare and practice liturgical music for each grade in preparation for school masses throughout the school year
- Accompany and lead students singing at school masses and services throughout the school year
- Teach instruments of the orchestra to students in transitional kindergarten through seventh grade
- Identify and train seventh grade student cantors for masses and prayer services
- Prepare a Christmas program involving the entire student body
- Prepare fourth and fifth grade students for the Archdiocese of San Francisco Choral Festival
- Prepare second grade students for songs for First Communion and Reconciliation services
- Teach and practice patriotic songs
- Participate in professional development workshops as appropriate
- Other duties as assigned

### *Hours:*

- Tuesdays and Wednesdays from 7:30am to 3:30pm, Thursdays from 12:30pm to 2:00pm and Friday as needed for liturgies, song practices, etc.

### *Requirements:*

- Follow Archdiocesan music curriculum guidelines
- Proficient with playing the piano
- Must be a practicing Catholic

*Salary:* Starting at \$33,000 (depends on experience) + generous benefits package

This position starts on August 1, 2025. Please send a cover letter, resume and contact information for references to Dr. Adrian Peterson (Principal) at [office@ndvsf.org](mailto:office@ndvsf.org).

STATEMENT OF NON-DISCRIMINATION All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories. (Administrative Handbook #4111.4)