

**POSITION TITLE: Music Teacher**

Job Status: Part-time

Grade/Level: Grades 1-8

Reports To: Head of School

Work Schedule:

M,T,R,F: 12:45pm-4:00pm

POSITION SUMMARY

This position is responsible for teaching Music to students in Grades 1-8 from 1:00-3:15pm on Mondays, Tuesdays, Thursdays and Fridays. Music will include music theory, singing, dance, recorder, and ukulele. Grades 1-8 have two 40-minute music classes per week comprising six groups.

ESSENTIAL FUNCTIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Provide the children with a “prepared environment” for music which is aesthetically appealing, organized, clean, and inspiring as well as adhering to teaching practices consistent with the school’s mission and philosophy.
- Adhere to school safety policies and procedures.
- Administer and evaluate student progress using a variety of assessment techniques.
- Establish and maintain communication and cooperative working relationships with children, parents, and co-workers.
- Participate in some open houses and other school programs.
- Completion of progress reports for all music students twice per year.
- Willingness to work in other parts of the School when required.
- Willingness to complete and maintain First Aid Training and other classroom related training.
- Ability and willingness to work outside in any and all weather conditions deemed safe for students.

SKILLS AND ABILITIES

- Knowledge of the Orff-Schulwerk approach is preferred.
- Experience working with children in a multi-age setting is preferred.
- Knowledge of developmentally appropriate practices in the Childhood planes of development.
- The ability to conform to an established work schedule.
- Effective interpersonal skills with children and adults.
- The ability to communicate in a concise and effective manner verbally and in writing.
- The ability to exercise tact, discretion, and confidentiality.
- Technologically proficient, including Microsoft Word, Internet navigation, and Google.
- Knowledge of basic first aid procedures and ability to assist the children in this matter when needed.

Certificates and Licenses: Minimum High School Diploma, its equivalent, or a college degree. Degree in Music or Music Education preferred. Montessori training or certificate preferred.

WORKING CONDITIONS & PHYSICAL DEMANDS

- Can lift up to 40 pounds.
- Can walk up and down stairs.
- Has the mobility required to ensure the safety of children.
- Can work with children while sitting on the floor.
- Willing to lead extended outdoor activities in all seasons.

The School has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the School reserves the right to change this position description and/or assign tasks for the employee to perform, as the School may deem appropriate.