

Ascension Episcopal Day School

Music Teacher Job Description

OVERVIEW

The music teacher teaches music and movement classes to our toddler through 4K classes. Each class meets in the music room for 30 minutes once a week.

ESSENTIAL FUNCTIONS

- Create an environment that is conducive to promoting a love and enjoyment of music.
- This position requires enthusiasm, classroom leadership, and communication skills along with a warm and nurturing disposition.

CURRICULUM RESPONSIBILITIES

- Come to school prepared to teach the designated classes for that day.
- Determine units, as necessary, to prepare for special programming, enhance music knowledge, and promote a love of music
- Ensure music is developmentally appropriate for each age group being taught
- Use instruments, scarves, and other tools to enhance the music program

CHAPEL RESPONSIBILITIES

- Teach religious based songs to 3K and 4K classes that they can sing in Chapel services
- Lead the music during weekly chapel services
- Communicate with the church children's ministry leaders to determine appropriate songs to enhance each week's lessons

HEALTH AND SAFETY

- Ensure the safety and emotional well-being of the children in your care.
- Keep your classroom orderly and perform basic cleaning tasks to ensure the health and safety of the children within your care
- Ensure all health and safety requirements are being met within your classroom: blind cords wrapped up and out of reach, outlet covers in place, etc.
- Remain up to date with Health and Safety Training and CPR training as outlined in the Staff Handbook.

OTHER RESPONSIBILITIES

- Attend monthly faculty meetings as able.
- Prepare, communicate with parents, and follow through with the production of the following special events: The Christmas Sing-Along, The 4K Circus, The Spring Music Program, The 4K Graduation
- Maintain a positive relationship with the Church of Ascension and help children grow in their love of God through music.

QUALIFICATIONS

- Music Experience
- CPR Certification
- Completion of the Health and Safety Training
- Completion of the Safeguarding God's Children as outlined by the Episcopal Diocese
- A completed background check completed by the State of Alabama
- A role model who demonstrates respect, self-discipline, and a love of learning
- Effective verbal and written communication skills
- A warm and nurturing disposition towards children
- A warm and respectful disposition towards adult peers and supervisors

OTHER SPECIFICATIONS

- Reports to: AEDS director
- Position: Part-Time
- Work Schedule: 2 Days per week (determined at the beginning of the school year) 8:30-1:00 with paid time off days equaling 4 days per year.