



JOB DESCRIPTION	
Position Title:	Music Teacher
Supervisor:	Director of Teaching and Learning
Origination Date:	04/25/2022
Classification:	Part-time, non-exempt /10 month position
Department:	Faculty

POSITION SCOPE: The Music Teacher will teach music classes one time per week to Echo Horizon School students in grades PreK-6. This position is part-time, scheduled for 20 hours per week

The ideal candidate will:

- Be an stellar, caring teacher who is up-to-date on best practices in education and child development
- Have exceptional organizational skills and follow through
- Have the ability to inspire and motivate young children
- Have exceptional social emotional intelligence and interpersonal skills and the ability to teach and lead with empathy
- Be excited to work in partnership with parents to support student learning and developmental growth
- Have exceptional written and oral communication skills
- Be an independent problem-solver and a reflective practitioner
- Take initiative and possess the ability to create, innovate, and implement action
- Be a good listener and mentor, setting high expectations while supporting students and parents in achieving their goals
- Be an exemplary role model to students and faculty alike
- Have a positive attitude and an enthusiastic outlook and possess a growth mindset

ESSENTIAL DUTIES:

Music Teacher

- Teach 30 – 45 minute classes for students in lower and upper elementary grade levels (1-2 classes per grade level each per week).
- Design and run our after school music class 1-2 times per week.
- Plan and provide inspiring instruction that engages students’ interest, expands their creativity and encourages attempts at new skills.
- Understand, gain training, and utilize the concepts and methodology of the Orff-Shulwerk approach to guide music instruction
- Manage student behavior to ensure a safe and positive learning environment

- Possess strong cultural competency skills to create a diversity responsive learning environment and to work effectively with a range of students from diverse backgrounds
- Be instrumental in creating a safe, engaging, and inclusive classroom environment where all children are heard, supported, valued, and respected for their unique identity and are in alignment with our Justice, Equity, Diversity, and Inclusion (JEDI) program, values and mission
- Support the creation of a balanced classroom where social emotional learning, character development, and academic excellence are prioritized and valued.
- Pursue professional development to maintain expertise in teaching performance and to improve in the craft of music teaching and child development
- Follow school policies and procedures as described in the employee and faculty handbooks.
- Attend and support meetings and school events as appropriate
- Maintain records of each child's progress and provide parents with oral and written reports of child's accomplishments and areas for improvement using JumpRope.
- Coordinate and support Arts team events such as singalongs, performances, concerts, and grade level showcases
- Develop effective technique of mainstreaming deaf and hard of hearing children into music classes
- Perform all clerical duties related to classroom teaching professionally and promptly
- Assist with carpool, lunch and recess duties.

PREREQUISITE KNOWLEDGE, SKILLS, AND EDUCATION:

- BA in Education, Music, or other relevant major
- Ability to work and communicate effectively with faculty, staff and students
- Adaptability to changing situations
- Excellent written and verbal English communication skills

PHYSICAL AND MENTAL REQUIREMENTS:

- Standing and sitting for extended periods of time
- Ability to work outdoors with no temperature control
- Correctable vision and hearing

This job description is not intended to be all-inclusive and the employee may also be asked to perform other reasonably related job duties as assigned by their immediate supervisor and other school administration as required. All employees may be required to perform duties outside of their normal responsibilities from time to time as needed. Echo Horizon School reserves the right to revise or change duties as the need arises. This job description does not constitute a written or implied contract of employment.

*Please send a resume, cover letter and teaching philosophy statement to:
careers@echohorizon.org