



Position Title	Music Teacher – Lower School
Reports To	Head of Lower School
Position Purpose:	Instruction of Lower School students in Music
Work Hours	7:30 a.m. – 3:30 p.m.
Work Calendar	School Year
Vacation Designation	Teacher

Position Summary: The hallmarks of the teaching environment at Providence Christian School are excellence in academics inspired by a challenging classical curriculum with a biblical world-view; an uncluttered, disciplined atmosphere that focuses on high standards of behavior and Christian character; and a partnership with supportive and involved parents.

The Lower School Music Teacher must believe that every person is commanded by God to sing, and has been created by Him with the ability to do so. The belief that all children can sing and can be taught to improve their singing abilities is essential. Students are taught general music skills and appreciation with an emphasis on singing in a choral setting. Applicants are expected to have experience in teaching young children to sing in a healthy, beautiful, and age-appropriate manner and be strongly committed to this practice. Applicants need knowledge of the means and literature to accomplish this. Degree in music education or Orff and Kodaly training is preferred.

Essential Functions

- Participates in the development and maintenance of vertically aligned curriculum with colleagues.
- Works with department and division to ensure consistent high standard within the instructional program; provide division head with a copy of the weekly lesson plan.
- Documents classroom instruction with performance standards and level of mastery required by students.
- Follows policies and procedures concerning grading system, record keeping and communication to parents.
- Informs parents of their child's progress as well as the preparation of progress reports, parent in-person or telephone conference, narrative comments and report cards according to the schedule set by the division head.
- Maintains accurate records and notify the division office of all tardies and absences, serious accidents or health concerns, and any concerns for students' physical or mental safety.
- Arrives to school on time, properly attired, and well prepared for the instructional day.
- Performs all carpool, playtime, and other duties as assigned.
- Represents and promotes the school at various school events. (Grandparents' Day, Graduation, etc.)
- Provides adequate supervision of students at all times in accordance with teacher guidelines.
- Attends professional development opportunities and reads assigned criteria.
- Attends division, alignment and department meetings.

- Supports the Student Handbook.
- Aids in planning and implementing all areas of financial responsibility related to the department.
- Demonstrates a willingness to work as part of a team by being service-oriented, flexible, and reliable when helping co-workers accomplish their jobs/tasks at hand.
- Attends required school meetings and special events, and follow school rules and policies.
- Fulfills all qualified duties and responsibilities assigned.
- Assists the Music Director in planning and executing the weekly Lower School chapel service.
- In conjunction with the Music Director and classroom teachers, plan two large performances within the school year: Grandparents' Day (traditional anthems for children) and Fine Arts Day.

Qualifications

- Bachelor or Master's degree with a major in elementary or secondary music education preferred.
- Previous experience teaching designated subject, and/or qualified through experience to teach subject.
- Experience teaching in a Christian school.
- A valid certificate for CPR training (provided at Providence).
- Current certification for Ministry Safe *Sexual Abuse Awareness Training* (provided at Providence).
- Ability to use basic office equipment.

Physical Requirements and Work Environment

- Work in an environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- Regularly use near and distance vision.
- Ability to walk quickly and/or run in case of emergency.
- Turn, bend, reach and occasionally use a ladder.
- A valid Certificate for CPR training (training provided at Providence).
- Current certification for Ministry Safe *Sexual Abuse Awareness Training* (training provided at Providence).
- May work in varied outside weather conditions during carpool and special activities and events.