

## **Trinity Lutheran School**

### **Music Education Teacher**

**Position: Elementary Music Education**

**Employment Status: Part-Time**

#### **Job Summary**

This position is at Trinity Lutheran School, Marysville Ohio. The teacher will be responsible for teaching the subject content to students in grades KinderPrep through 6th grade, as required by the Christian Day School Committee, Principal, and the Ohio Department of Education. The teacher is accountable to the Principal and the Christian Day School Committee. The teacher will work as a team member with all other personnel of the school and church. Relationships will be characterized by loyalty and cooperation in a common cause and ministry for Christ.

#### **Qualifications:**

- Has a minimum of a bachelor's degree and is licensed to teach music in the State of Ohio or is eligible for a Ohio non tax teaching license.
- Alternative to the above qualifications as the Principal and/or Christian Day School Committee may find appropriate.
- Evidence of a lifestyle that reflects a dynamic relationship with Christ.
- Is open minded, tolerant and happy in outlook on life.
- Is sensitive to the needs of others, cares about the feelings of others, shows Christian concern for all, maintains confidence and is respectful of others.
- Uses correct language, is tactful, courteous, an effective listener, and uses correct written forms of communication.
- Is poised, punctual and enthusiastic.
- Is able to clearly articulate the objectives of the school and is visible in church, school and community activities.
- Evidence of a love for teaching children.
- Shall complete in-service training as required.
- Shall provide signed authorization for a BCI report, which upon receipt does not indicate a prohibited criminal conviction.

#### **Essential Functions:**

- Plan, prepare and deliver instructional lessons and activities, through various curriculum resources, which are engaging, educational and exciting for the students.
- Develop well-rounded musicians through hands-on creative lessons
- Expose students to various genres and types of music and musical instruments
- Differentiate instruction for students based on their educational needs, abilities, grade level and interests
- Support and prepare students for performance opportunities
- Teach music theory
- Knowledge of a variety of instructional designs and methods.
- Ability to teach the basic skills of a variety of musical instruments.
- Coordinate and direct the production of the annual Christmas program, special events and graduation music.
- Develop and direct beginner and intermediate level bands.
- Understanding of the sequential development of movement.
- Demonstrate a knowledge of appropriate vocal techniques and the ability to teach them to children.

- Reach school and course-wide performance goals.
- Watch closely for students who are struggling with emotional problems, learning disabilities or situations at home, and help them find the resources they need.
- Grade papers and homework regularly to keep students updated on how they are doing and to head any problems off before they become a habit.
- Increase educational knowledge and stay up to date on new methods by joining professional organizations, attending continuing education courses and attending regular training sessions for teachers.
- Weave goals, competencies and objectives into lesson plans in ways that directly apply to the student's life.
- Offer praise and encouragement to students when they do well and when they are struggling, and teach them that they have the power to do well in school no matter what.
- Keeps the classroom appearance interesting, stimulating, neat, clean and pleasant so that optimum instruction can take place.
- Use Christian disciplinary methods, using Gospel and Law appropriately and serve as a role model in the practice of ethical principles, responsible behavior and democratic principles.
- Relates instruction to the Christian objectives of the school.
- Responsible for the proper use and maintenance of all supplies and equipment purchased for music education purposes. The teacher shall report all necessary repairs and necessary purchases to the principal prior to such action.
- Perform other administrative duties as assigned.

#### **Administrative**

- Is responsible for implementing policies adopted by the congregation and the Christian Day School Committee.
- Is responsible for assisting with special school programs, religious services, projects, and co-curricular activities, which are assigned as duties.
- Maintains confidentiality of personal information of students.
- Inform the Principal of correspondence and parent communication.
- Completes all forms and documents required and assigned in a timely fashion.
- Maintain an appropriate personal appearance.
- Observe all safety and health regulations of the school.

#### **Required Knowledge, Skills and Abilities**

- Ability to work effectively with others in many different situations, including teams. Knowledge of child development and age appropriate activities.
- Ability to communicate clearly and effectively, both orally and in writing.
- Normal hearing.
- Well-developed organizational and problem solving skills.
- Basic knowledge of computer technology, or willingness to acquire and appropriately apply such knowledge.

#### **Miscellaneous:**

- Responsible for playground, hallways, lunchroom and other supervision as is assigned. Arrives at school by 8:15 and leaves no earlier than 3:45, unless otherwise arranged.
- Attends faculty meetings.
- Attends teachers' conferences as requested.
- Attends parent-teacher conferences.
- In case of illness or an emergency absence, the teacher is to contact the Principal by 7:00 a.m. on the day of absence. All leave time is subject to approval under the adopted policy for Trinity Lutheran Church and School.
- One half hour each day will be allowed as time off for lunch.

- Perform other duties as assigned

**EQUIPMENT OPERATED:**

- Various office machines and instructional equipment, such as calculators, copiers, laminating machines, VCR's, DVD players, SMART Board
- Computer/printer.

**WORKING CONDITIONS:**

- Potential exposure to blood, bodily fluids and tissue.
- Must be available for education related purposes outside the instructional day when requested to do so under reasonable terms; for example Christmas Cantata, Graduation, Troubadour (choir).
- Regular requirement to sit, stand, walk, talk, hear, see, read, reach with hands and arms.
- Frequent requirement to lift, carry, push and pull various items; for example, equipment and supplies, up to a maximum of 25 lbs.

The Christian Day School Committee reserves the right to alter the job description based on the needs of the school. Interested applicants should send resume and cover letter to Mrs. Amanda Williams via email to: [awilliams@trinitymarysville.org](mailto:awilliams@trinitymarysville.org).

**Via mail to:**

Trinity Lutheran School  
Mrs. Amanda Williams  
220 S. Walnut Street  
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