

**MUSIC TEACHER  
JOB DESCRIPTION**

**REPORTS TO:** School Director

**WORKS WITH:** School Director, staff, students, and families.

**KEY ROLE:** The Lead Music Teacher is responsible for planning and implementing a program to teach young children music while ensuring their social development and safety. The Music Teacher will be respectful of students and parents, and ensure that equipment and facilities are clean, safe, and well-maintained.

**MUSIC TEACHER ROLE IN MINISTRY:** As A Lead Teacher, this position serves to bring a spirit of excellence to the Eastridge Christian School through the following:

**Develop and maintain a developmentally appropriate program for preschool children.**

- Model God's unconditional love in respectful, nurturing of each unique child.
- Plan and implement activities to meet the spiritual, physical, emotional, intellectual, and social needs of the children.
- Use effective teaching techniques, materials, and educational experiences to support instruction within curriculum guidelines.
- Plan and prepare daily lessons and activities according to curriculum.
- Develop culturally appropriate programs and activities.
- Work closely with teachers for class rules, discipline, and expectations for each child.
- Be familiar with emergency procedures.
- Clearly and effectively communicate in a manner that children understand.
- Detect signs of illness, injury, suspected or disclosed signs of child abuse, emotional disturbance, learning disorder, speech problem, or other special need and report these signs immediately to the Director for needed follow-up.
- Integrate special needs children in a positive and respectful manner.

**The Classroom Environment**

- Provide an atmosphere of Christian love, care and concern as well as an environment of respect and rapport.
- Provide a safe, secure, and healthy environment for children to feel comfortable
- Create an atmosphere that encourages self-control, good listening, proper safety habits, and social interactions.
- Provide various musical experiences and movement activities for children.
- Provide positive guidance.
- Ensure children are supervised at all times.
- Builds children's self-esteem.
- Comforts children.
- Manages student behavior and implement positive discipline when required.
- Establishes a routine within the music class time.

**Teamwork:**

- Take initiative and assume your fair share of the work
- Establish and maintain professional relationships of respect with co-workers and Administration
- Share and take ideas with co-workers
- Communicate respectfully to resolve conflicts/avoid gossip
- Assume additional center responsibilities as needed such as cleaning or working in other classrooms, etc.
- Do not discuss salaries (this is confidential and could result in disciplinary action)

**Interaction among staff, children, and families:**

- Interact respectfully and kindly with all staff, children, and families. Always be kind and speak in a friendly tone.
- Be flexible and supportive of new children and their families that are transitioning in your class.
- Practice Positive Discipline Procedures with the children in your class.
- Model appropriate behavior.
- Understand feelings of the children and families.
- Be responsive to children's needs and requests.
- Help orient new staff to classroom routines, schedules, curriculum practices and children and families.
- Acknowledge all families in the school (whether they are in your classroom or in the hallway)
- Share experiences that the child had in your care.
- Always respond to parents with respect, interest and sensitivity.
- Be confidential about family person issues.

**Professional Responsibilities**

- Discuss children's development with parents when needed.
- Protect families by keeping personal information confidential.
- Keeps parents and lead teachers informed of music program expectations, activities, and student progress.
- Be professional in all interactions with parents, students, and staff.
- Provide Music Scope and Sequence for Director and Lead Teachers.
- Be available to attend required meetings and events such as staff meetings and Teacher In-Service Day.
- Support and promote all school activities.
- Attend at least 10 hours of Professional Training each year

**Education and Personal Requirements:**

- Strong and growing personal commitment to Jesus Christ.
- A love for working with children.
- Must attend church regularly and be active in church ministry.
- Must be at least 21 years old
- Experience as a Lead Teacher in an Early Childhood Program
- CDA, or AA in ECE or
- Experience in Early Childhood Music Education
- CPR and First Aide Trained.
- Able to pass background check