



Music Education Teacher

Department: **School**
Wage Type: **Part Time**
FSLA Exemption: **Hourly**
Revision Date: **June 1, 2022**

Responsibilities

The Music Education Teacher should be committed to leading children to Love Jesus, Love Others, and Love Learning. This is reflected in their ability to provide the best quality care and instruction for the children enrolled at Christ Lincoln Schools. The Music Education Teacher will challenge and support children to their fullest potential enabling them to grow in their relationship with Jesus. Our ministry to children is a cooperative effort involving the child, the family, the staff and the congregation of Christ Lincoln, A Lutheran Ministry. *The Music Education Teacher must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The Music Education Teacher must lead by example, maintain high core values and CLS Mission.*

Supervisor: Elementary Principal

- I. Operate within processes developed using the principles of Outward Mindset.
 - a. Apply S.A.M to Objectives & Goals - See Others; Adjust Efforts, Measure Impact
 - b. Apply the Influence Pyramid to Relationships - Correct, Teach & Communicate, Listen & Learn, Build the Relationship and Build the Relationship with Others Who Have Influence
- II. Reflect the purpose of Christ Lincoln Schools and honor Christ in the daily operation of the program.
- III. Recognize the need for good public relations, projecting a positive attitude towards the program, children, parents/guardians and co-workers to represent the program favorably and professionally at all times.
- IV. Familiar with all school policies, emergency protocols and first aid procedures.
- V. Obtain and maintain First Aid and CPR certification biannually.
- VI. Maintain regular attendance to include staff meetings and professional development trainings, and if unable to attend, take responsibility for obtaining the information that was missed.
- VII. Provide input and constructive recommendations which will benefit the program.
- VIII. Report any suspected cases of abuse, neglect or academic delay to the Principal.
- IX. Perform all duties in a professional manner including conduct, appearance, dress code and speech.

Recipients: Elementary School Students & Families

- I. Plan and conduct music lessons for the children based on music education goals and objectives.
- II. Promote, participate, and supervise music activities which enhance the spiritual, emotional, social, physical, and intellectual development of each child.
- III. Supervise all music activities to ensure the safety of each child at all times while reporting major accidents to the Principal and completing required incident documentation as needed.
- IV. Maintain proper classroom discipline as outlined in the Elementary Staff Handbook and take care of minor problems personally while referring major problems to the Principal.
- V. Provide and maintain a neat, organized and stimulating environment with visual displays and take responsibility for the upkeep of educational materials and equipment.
- VI. Ensure equipment is accessible, age appropriate, and in good condition.
- VII. Develop and maintain rapport with children and parents by treating others with friendliness and consideration.
- VIII. Maintain records of progress of each child's growth and development to discuss progress and potential need to refer for evaluation of special needs with parents as needed.

- IX. Maintain attendance, grade records and prepare quarterly grade reports for each student.
- X. Prepare daily and long range music lesson plans enriching the curriculum with outside resource materials, and using a variety of teaching techniques.
- XI. Keep all information about families and children confidential.
- XII. Plan, prepare for and participate in two special programs for the Elementary Program: Christmas Program and Spring Concert.
- XIII. Provide opportunities for students to be a part of worship experiences at Christ Lincoln.

Coworkers: Elementary Teachers, PE Teacher, Director of Admissions, Administrative Assistant, Paraprofessionals and Christ Lincoln Church Staff

- I. Promote a team player approach within Christ Lincoln Ministry.
- II. Collaborate to ensure overall cleanliness and aesthetics of the program by maintaining a clean and well organized environment with housekeeping duties of countertops, desks, and student cubbies.
- III. Promptly report repair needs or supply needs to the Director of Facilities through established processes.

Competencies

The Music Education Teacher shall have the minimum competencies to successfully and efficiently complete these duties. Qualified Candidate will possess:

- I. Strong desire to consistently speak well of one another, defend one another and explain things in the kindest way.
- II. Trust in Jesus Christ as his/her personal Savior. Believe that the Bible is God’s Word and standard for faith and daily living. Be a Christian role model in attitude, speech and actions towards others. Be committed to God’s Biblical standards of moral conduct. Have the spiritual maturity, academic ability and personal leadership qualities to “train up a child in the way he should go”.
- III. Demonstrated ability to assume responsibility for all actions and follow through to ensure tasks and assignments are complete.
- IV. Respect for all races, heritages, genders, socio-economic backgrounds and authority levels.
- V. Capability to protect and ensure the best interest of Christ Lincoln at all times and be in agreement with the school’s philosophy of education and mission statement.
- VI. Skill to be caring and empathetic (but objective) to the feelings, thoughts and experiences of other staff members, parents, and children, etc. at all times.
- VII. Ability to multitask and prioritize daily workload.
- VIII. Propensity to refrain from gossip and instead provide honest, open and transparent communication.
- IX. Ability to take initiative and be a self-starter.
- X. Capacity to endure persistent standing and walking and regular lifting of supplies and materials that weigh up to 20 pounds.

Abilities

The Music Education Teacher should exemplify these skills: flexibility, approachability and objectivity toward supervisor, staff members, children, parents and guests. All candidates must have the ability to read, write, and comprehend the English language and possess excellent verbal and written communication skills. The Music Education Teacher will be courteous, controlled, warm and helpful. They must be enthusiastic, act with integrity, show gratitude, patience, kindness, self control, perseverance and punctuality at all times. The Music Education Teacher will continually work in a busy classroom in moderate to extreme temperatures and must be able to work under pressure to maintain a safe classroom environment, providing hours of intense supervision and education of children, to promote developmentally appropriate experiences.

Qualifications

Bachelor’s degree in Elementary Education with K-12 Music endorsement is required. The job requires the employee to be a member of Christ Lincoln and hold a valid Nebraska Teacher License. CPR and First Aid Certification are preferred and should be maintained throughout the term of employment.

Equal Opportunity Commitment/Americans with Disabilities Act

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with the Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.

Position Description Acknowledgement & Acceptance

I have reviewed and understand the above position description and believe it to be accurate and complete. I also agree that Christ Lincoln retains the right to change; modify; or add and/or delete portions of this position description at any time and will provide me with written revisions and addendum prior to the installation of new policies or requirements.

I also understand that although there are areas that I will be evaluated on periodically. I am fully accountable for ensuring that these areas are carried out as required, and that the functional role of the Music Education Teacher may not be delegated to another member of the team. I acknowledge that I may be evaluated on a periodic basis with respect to my overall performance) as outlined in the evaluation/position description.

I understand that nothing in this position description in any way creates an expressed or implied contract of employment between Christ Lincoln and me but rather this description is intended to foster my working relationships by allowing me to understand what is expected of a person performing this role. I understand and agree that my employment is terminable at will so that both Christ Lincoln and I remain free to choose to end our working relationship at any time for any reason. I understand that my job responsibilities and performance expectations may be discussed with me at scheduled times.

Printed Name

Signature

Date