



MINISTRY DESCRIPTION

Position Title: Lead Music Teacher	Department: Funshine Preschool
Reports to Position Title: Director	Revised: 3/21/2018

- Non - Exempt Part-time

POSITION SUMMARY:

Under the general direction of the Funshine Director, the Music Teacher is responsible to: foster the faith development of Funshine students, achieve the school’s curriculum goals by planning and executing appropriate early childhood experiences and promote the healthy emotional, social, cognitive, physical, and spiritual growth of each child involved in the program.

GENERAL QUALIFICATIONS:

1. Exhibits a meaningful and growing personal relationship with Jesus Christ as Lord and Savior as evidenced by the manifestation of the fruit of the Holy Spirit.
2. Has a commitment to personal and active participation in the fulfillment of the Great Commission. (Matthew 28:18-20)
3. For Pastoral Ministries Staff positions, the staff member is willing to become a member of Grace Church, regularly and consistently attending the weekend worship services and participating in the life of the church.
4. Has demonstrated skills in relating to and working with people, especially volunteers, church staff, the congregation and others, within a team environment.
5. Has demonstrated a spiritual capacity and heart willingness to view this ministry as being a ministry unto the Lord, by serving the body of Grace Church.
6. Compatibility with the Grace Church Mission, Vision, Values, and Priorities and a lifestyle appropriate to a person in Christian ministry.
7. Has a commitment to prayer, as evidenced in both corporate and personal prayer times.
8. The staff member agrees to abide by the staff handbook.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

1. Experience: At least 2 years paid or volunteer Early Childhood, Elementary or Music Education experience preferred
2. Education: (Minimum) A high school or General Education Development (GED) diploma plus an additional 24 post secondary quarter credits in education or a related field plus 4,160 hours as an assistant teacher working in a licensed child care facility.
3. Education: (Preferred) CDA, Bachelors or Associates Degree in Early Childhood, Elementary or Music Education.
4. Teaching License N/A
5. Knowledge areas:
 - Knowledge of developmentally appropriate practice for teaching children from 33 months to 5 years of age.
 - Knowledge of Music Education
 - Knowledge of the Bible and faith development of preschool children.
6. Flexibility for evenings/weekends: Yes ✓No
7. Computer Applications: Intermediate
8. Communications: Writing, Telephone, Small Groups

9. Management/Leadership Experience: N/A

SPECIFIC QUALIFICATIONS, PRINCIPLE DUTIES, AND RESPONSIBILITIES:

1. Plan and implement music experiences that support the philosophy and mission statement of Funshine Preschool and enhance the student's appreciation for music
2. Explore music with movement, signing, musical instruments and creative activities
3. Plan, prepare and facilitate 2 performances each school year
4. Gear instruction to meet the needs of the individual child with concerns for the child's culture, interests, special needs, talents and individual style and pace of learning.
5. Explore a variety of music genres
6. Approach behavioral issues with love, respect and patience as outlined in the Behavior Guidance Guidelines.
7. Follow the policies and best practices procedures of Funshine Preschool as outlined in the staff training manual.
8. Consistently support the general direction, initiatives and specific final decisions of the Director in all areas.
9. Generate goodwill for the organization and its management among staff, clients, the general community and others pertinent to Funshine Preschool; demonstrate a strong commitment to client service and service excellence.
10. Supervise assistants and volunteers in the classroom.
11. Actively participate in all in-service training experiences, meetings and programming events required by the Director.
12. Maintain a safe, clean, organized environment and assume the responsibility to complete the duties required to maintain and orderly preschool facility.
13. Regular, consistent, and punctual attendance is an essential requirement of this position.
14. Perform other duties as assigned by the Director.

REPORTING RELATIONSHIPS/NUMBER POSITIONS SUPERVISED:

Position Titles of Direct/Indirect Reports	Direct	Indirect	
Assistant Teacher	✓	<input type="checkbox"/>	
Total Direct:	1	Total Indirect	0

COMPLETED BY:

Janice Carter, Director of Funshine Preschool

Date:

APPROVED BY:

Sam Houston, Director of Operations

Date

REVIEWED BY STAFF MEMBER:

Name

Date

REVIEWED BY HR:

HR Representative

Date

POSITION DESCRIPTION IS NOT LIMITING, BUT SERVES AS A GUIDE FOR PRIMARY RESPONSIBILITIES.