

Position Title: **Elementary General Music and Drama Teacher**

Last Updated: April 2023

Reports To: ES Divisional Head and Director of Arts

Status: Full-Time Permanent Exempt

Schedule: Ten month; Monday through Friday, Hours as required

Benefits: Full benefit eligibility

#### Growth & Evaluation:

Fellowship Christian School believes that a growth mindset is imperative to the educational experience. To underscore that belief, we separate growth and evaluation in order to encourage authentic growth and provide accurate feedback on employment expectations. Our [Essential Expectations](#) provide the foundational aspects we require to work at FCS. These [Characteristics of Professional Excellence](#) establish aspirational and attainable attributes that all employees should pursue in their professional growth while at Fellowship.

#### Summary

Description: The Elementary School General Music and Drama teacher will instruct all ages of Elementary school in General Music education, with an emphasis on Chorus. This position will organize and prepare grades for concerts and performances to take place both in school and outside of school. Additionally, this position will introduce students in Spark and Ignite courses to Drama and Performing Arts. An ES divisional show will be scheduled once a year to involve 3<sup>rd</sup>-5<sup>th</sup> grade, in an auditioned performance.

#### Essential Functions:

- Instruct daily classes based on the assigned role.
- Maintain stewardship of classroom spaces, budgets, and supplies
- Work in conjunction with other teachers, including shared spaces and schedules.
- Maintain stage usage and collaborative equipment.
- Consistently update FCS Marcom with current images of student performance pieces.
- Maintain disciplined stewardship of classroom budgets.
- Support all Fine Arts events on campus by promoting, attending and/or facilitating.
- Attend Divisional and Department meetings.
- Ensure best practices are being taught, based on current and historical industry trends.
- Nurture musical talent and assist in growing student's enjoyment of performing arts.

#### Additional Responsibilities:

- Have a personal relationship with Jesus Christ

- Sign the Fellowship Christian School Statement of Faith.
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth.
- Wear proper attire, consistent with the school's dress code at all times and to maintain a positive attitude and appearance in accordance with school standards.
- Report inappropriate behavior to School Administration to maintain a safe learning environment.
- Make a constructive effort to protect all students from conduct detrimental to learning, health or safety.
- Abide by and comply with all school policies and regulations.
- Other tasks as assigned by the Director of Arts, Elementary School Administration or Head of School

#### Qualifications:

- Bachelor's Degree required; Music Education/relevant experience preferred.
- Minimum of 3 years of experience with Elementary age is preferred.
- Ability to accompany musical lessons with an instrument (Guitar and/or Piano preferred)
- Passionate about working with young children and a desire to assist them in their personal, educational, and spiritual development.
- Demonstrate strong and visible Christian Faith.
- Must be able to work intuitively and independently as well as part of the Fine Arts Team and the elementary team
- Strong organizational skills for multitasking and prioritizing responsibilities as situations arise in the school environment.
- Ability to understand written and oral instruction.
- Demonstrated interpersonal and communication skills to successfully interact with diverse staff, faculty, students, parents, and other constituents of the school.
- Ability to meet deadlines and perform tasks under pressure.
- Ability to anticipate and to plan both short and long term.
- Must possess strong customer service skills and be highly detail oriented.
- Ability to maintain strict confidentiality with all matters.
- Solid working knowledge of Google Platform Apps and internet; knowledge of Renweb a plus
- Must have the ability to work in a school environment by successfully passing the school mandated background check and Ministry Safe training.
- Positive appearance, attitude, and presentation with a strict sense of confidentiality
- Possess a valid state driver's license.
- Regular and consistent attendance and punctuality is required and a condition of employment

#### Physical Qualifications:

- Regularly required to listen, physically direct, and speak
- Position requiring mobility, including bending, lifting (up to 25 lbs.), pushing, walking, crouching, squatting
- Use of hands and fingers to manipulate office equipment, handle, or feel and reach with hands and arms
- Specific vision abilities required including close vision, distant vision, color vision and depth perception

- Must be capable of standing and/or sitting for extended periods of time
- Must be capable of occasionally carrying and moving small objects

Working Environment:

- The employee is regularly in a typical classroom environment with adequate lighting and pleasant conditions.
- The environment may require flexibility at times with frequent interruptions, multiple distractions, and changing priorities
- The employee may be regularly exposed to noisy environments

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects assignments of essential functions; and nothing in this herein restricts administrations right to assign or reassign duties and responsibilities to the job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills, and/or abilities. To perform this job successfully, the employee must have the abilities to perform each duty proficiently. Continued employment remains on an “at will” basis.