

## **Pantego Christian Academy**

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Job Title: Elementary Music Director  
Date Modified: December 2025  
FLSA Classification: Part-time Exempt  
Duty Schedule: 10 month  
Reports To: Elementary Principal  
Position Purpose: Responsible for the daily organization and delivery of the curriculum for music classes

### **Essential Functions**

- Be attentive and responsive in caring for high energy for children ECA-4th grade.
- Establish a professional level of rapport with each family to provide quality care and friendly service.
- Be agile in adapting to various child behaviors and in redirecting them to focus on set activities and conduct themselves safely and kindly to others.
- Maintain a safe learning environment that is responsive to the social, emotional, physical, cognitive, and language development in children in assigned classrooms.
- Maintain a learning environment in the classroom to guide and stimulate students to achieve their greatest potential.
- Provide instructional leadership in the classroom.
- Prepare and teach a weekly music class for all classes in ECA-4th grade.
- Prepare weekly chapel songs for the Elementary.
- Prepare and direct programs for the school year.
- Keep up to date in the subject area with continuing education.
- Maintain discipline in the classroom.
- Participate in curriculum development programs.
- Prepare lesson plans to achieve objectives per the curriculum map.
- Attend and participate in scheduled devotional, committee, and faculty meetings.
- Actively promote and participate in school activities.
- Follow the policies and procedures of the school outlined in the staff handbook.
- Satisfactory attendance and punctuality are conditions of employment.
- Serve in areas deemed necessary by the administration.

### **Education and Experience**

- Bachelor's Degree in Music preferred.
- Submit to various background checks, including those completed through the Department of Human Services and FBI fingerprinting.
- Required certification(s) will be obtained upon hire, if needed.
- Must possess high energy, high emotional intelligence, flexibility and adaptability, love of learning, and knowledge of best practices pertaining to childcare.

### **Relationships**

- Demonstrate a positive attitude toward all situations and relationships.
- Communicate with parents and students consistently and in accordance with all policies of Pantego
- Exercise friendliness and consideration, treating students without partiality.

### **Service**

- Model servant leadership for the students and parents.
- Willing to come early and stay late as necessary.
- Provide input and recommendations for administrative and managerial functions in the school.

- Attend and participate in scheduled devotional, committee, and faculty meetings.
- Contribute to the general improvement of Pantego Christian Academy.

### **Skills and Qualifications**

- Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meet everyday stress with emotional stability, objectivity, and optimism.
- Recognize the need for, and demonstrate, confidentiality regarding sensitive matters, such as students and teachers.
- Submit respectfully and is loyal to constituted authority.
- Use grammatically correct English in written and oral communication; speak with clear articulation.
- Recognize the need for good public relations; represent the school in a favorable and professional manner to its constituency and the general public.
- Demonstrate proficiency with Google applications.

### **Spiritual Leadership**

- Believe and actively adhere to the Academy's Statement of Faith and Lifestyle Statement.
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
- Evidence of the fruit of the Spirit in dealing with people.
- Actively participate in a local Bible-believing church.
- Have a conviction of God's calling to Christian school administration.
- Create an environment for students to accept God's gift of salvation, and be a Christian witness and role model to them in order to help them grow in their faith.
- Uphold Biblical principles and maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Ensure that the campus work environment is Christian-based, nurturing, loving, and wholesome.
- Work with the administration and staff to address the spiritual formation needs of the students.

### **Physical Requirements and Work Environment**

- Regularly sit, stand, talk, hear, and interact with students
- Be able to occasionally lift up to 30 lbs.
- Turn, bend, and reach teaching tools
- Maintain a professional appearance (see Employee Handbook)