



# Mountaintop

CHRISTIAN ACADEMY

## Part-Time Music Teacher Job Description

### GENERAL DESCRIPTION

Role: Teachers have the unique privilege of starting children off on the way that they should go. This role has an ongoing and everlasting impact on children's lives. It is important that candidates acknowledge both the honor and responsibility that this role maintains. Teacher candidates should be excited and called to empower, explore, and grow with students!

Overview: The music teacher shall meet the State of Pennsylvania requirements and qualifications for an educator in his/her area(s) of certification, and shall feel called by God to the teaching profession.

Position: Part-time  
Teaching MUSIC  
\$18/hour

Contracted by: School Director for 1 year.

Responsible to: School Director.

Evaluation: Teacher performance will be evaluated by the School Director and will be in accordance with this job description.

### REQUIRED PERSONAL QUALIFICATIONS

The music teacher shall:

- Have received Jesus Christ as his/her personal Savior.
- Believe that the Bible is God's Word and standard for faith and daily living.
- Be in weekly attendance at a Bible-teaching church of his/her choice.
- Be in whole-hearted agreement with the school's Statement of Faith, Christian philosophy of education, and learning objectives.
- Be at all times, both in and out of school, a Christian role model in attitude, speech, and actions toward others.
- Be willing to share his/her relationship with Jesus Christ with children and adults.

### REQUIRED PROFESSIONAL QUALIFICATIONS

The music teacher shall:

- Submit to regularly required background checks through DHS, PSP, and FBI. As well as, have no substantiated report of child abuse or neglect, conviction of a felony within the past five years, a sex offense, a crime of violence, or a crime against children.
- Complete any training requested by the MCA School Director.
- Be mentally and physically capable of caring for a group of children; including, but not limited to, the abilities to sit, walk, stand for extended periods of time, carry, lift, reach, stoop, climb stairs, and tolerate heat and cold outside.
- Possess a strong work ethic, be punctual, be responsible, be proactive.
- Have an awareness of the unique needs of children, and have appropriate expectations of their abilities.
- Communicate professionally and effectively in verbal and written form.
- Treat confidential information with discretion and judgment.
- Multi-task and be flexible in a dynamic classroom or outdoor environment.
- Use and be proficient with devices and software applications as necessary.
- Develop positive and effective working relationships with administrators, staff, and others.
- Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste, and agreement with school policy.
- Adhere to all MCA policies and procedures outlined in the Staff Handbook.

## **RESPONSIBILITIES**

The music teacher shall:

- Reflect the mission, the Christian philosophy of education, and the learning objectives of MCA in every class and every activity.
- Have the ability to teach any of the following: art, music and/or physical education.
- Have competent level of knowledge and skill in conducting an instructional experience.
- Maintain a clean and well-ordered classroom.
- Keep proper discipline in the classroom and on the school premises for an effective learning environment.
- Keep parents, and the administration adequately informed of student progress.
- Report any incidents regarding safety and student behavior, on the day of the incident, to the School Director.
- Provide safe and loving supervision of students in a school setting.
- Know the procedures for dealing with issues of an emergency nature.
- Inform the School Director in a timely manner if unable to fulfill any assigned duty.
- Prepare adequate information and materials for a substitute teacher.
- Attend any extra curricular activities and evening programs in which the students are involved.
- Attend in-service meetings before the school year begins and on professional development days.

Date Job Description reviewed: \_\_\_\_\_

Music Teacher's Name (printed): \_\_\_\_\_

Music Teacher's Signature: \_\_\_\_\_