



JOB DESCRIPTION

POSITION TITLE:	Music Teacher (flexible scheduling)
REPORTS TO:	Head Administrator
ORIGINATION DATE:	11/08/2023
REVISION DATE:	N/A
CLASSIFICATION:	Exempt

JOB SUMMARY

The Music Teacher position can be full-time, part-time, or adjunct based on the duties performed. The full-time position includes preschool through grade 4 music classes held in the morning and secondary choir and orchestra classes held in the afternoon. The part-time position includes preschool-grade 4 music. The adjunct position includes secondary choir and/or secondary orchestra.

This is an exempt-level teaching position in which the incumbent is a Christian role model, preparing students for meaningful lives by contributing to their educational, spiritual, and social development. All staff holding a Music Teacher position are expected to conduct all school-related business in accordance with CCS policies and procedures, ASCI, the Board of Education, and all other laws pertaining to private Christian primary and secondary institutions. Although not all inclusive, the primary duties and responsibilities of the position are outlined below.

GENERAL REQUIREMENTS

- Must have a personal relationship with Jesus Christ and be a Christ-like role model for staff, students, parent/guardians, and community members.
- Exhibit strong relationship building skills.
- Demonstrated teaching experience in a music setting.
- Agreement and adherence to the CCS Statements of Faith, Code of Conduct, policies, and procedures governing the school's operations.

ESSENTIAL FUNCTIONS

Student Spiritual Growth

- Cultivate a vibrant PreK-12th spiritual growth environment.
- Participate in spiritual retreats to enhance students' connection with their faith and spiritual growth.
- Plan and lead seasonal concerts that allow for student, faith-based performances

Student Discipline

- Uphold and enforce the school's discipline and attendance policies.
- Develop and implement behavioral contracts as needed, promoting accountability and personal growth, collaborating with faculty, staff, and/or parents as needed.

Academic

- Manage and oversee the implementation of the music program assigned.
- Maintain assignments and grades using FACTS.
- Partner with families at fall conferences and throughout the year, as needed.
- Collaborate with the other music faculty and classroom teachers to plan concert events that enhance instruction and serve the school community.
- Manage and oversee successful entry and performance at district and state music competitions (secondary).

Leadership Support

- Participate in meetings with teachers, students, parents/guardians, and other stakeholders as needed.
- Foster and maintain positive working relationships with all faculty and staff members.
- Serve as a Christ-like role model for staff, students, parents/guardians, and the broader community.
- Prepare and submit all required reports in a clear and organized manner, whether in writing or verbally.
- Fulfill any other duties as assigned by superiors under the authority of the Board of Education.
- Maintain a clean classroom, use quality instructional materials, and care for instruments to ensure long-term use

PREREQUISITE KNOWLEDGE, SKILLS, AND ABILITIES

- **Must have a personal relationship with Jesus Christ and be active in a Bible believing church.**
- **Bachelor's degree required with preference for a Master's degree or above in education or music field.**
- **ACSI All Levels Teacher Certificate or willingness to obtain within one (1) year of employment.**
- Successful teaching experience.
- Strong relationship building skills and ability to relate to students, staff, parent/guardians, and members of the community.
- Must be technically proficient with computers and applications such as Microsoft Office Suite to include Word, Excel, PowerPoint, Outlook.
- Gives and welcomes feedback in a professional and diplomatic manner.

ENVIRONMENTAL, PHYSICAL, AND MENTAL REQUIREMENTS

- Stand, walk, or sit alternatively depending on specific needs of the day. Approximately 50% of time is spent on feet and 50% sitting at desk.
- Have occasional need (1% to 33% of the time) to perform the following physical activities:
Bend/Stoop/Squat
Climb Stairs
Push or Pull
Reach Above Shoulder
- Have frequent need (33% to 66% of the time) to perform standing and walking activities related to conducting school tours, visiting classrooms, etc.
- Constant need (66% to 100% of time) to perform the following physical activities:

Writing/Typing	School, Board, parent/student communications
Grasping/Turning	Telephone, doorknob use
Finger Dexterity	Operation of office equipment
- Lifting/Carrying (paperwork, deliveries, files, miscellaneous):

Over 25 lbs.	Rare need (less than 1% of the time)
20 lbs. - 25 lbs.	Rare need (less than 1% of the time)
Less than 20 lbs.	Frequent need (33% to 66% of the time)
Under 10 lbs.	Constant need (66% to 100% of the time)

VISION REQUIREMENTS

- Constant need (66% to 100% of the time) to complete documents, create and review reports, wide variety of correspondence, view computer screen. Frequent need to see small detail and view computer screens.

HEARING REQUIREMENTS

- Constant need (66% to 100% of the time) to communicate over telephone and in person with faculty and staff, parents and students, Board Members, community partners, vendors, etc.

SPEAKING REQUIREMENTS

- Constant need (66% to 100% of the time) to communicate over telephone and in person.

DRIVING/TRAVELING REQUIREMENTS

- Must have a valid driver's license and current automobile insurance.

ACKNOWLEDGEMENT

Crosspoint Christian School has reviewed the job description for the Music Teacher position to ensure that the essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills, and abilities. Additional functions and requirements may be assigned or updated by the Head Administrator or Board Chair as deemed appropriate. This document does not represent a contract of employment, and Crosspoint Christian School reserves the right to change this job description and/or assign tasks for the employee to perform, as Crosspoint Christian School may deem appropriate.

I have read and understand the expectations outlined in the job description of Music Teacher in its entirety. I will abide by the job description and its expectations. I understand the physical and mental demands of my job, and I understand the conditions of continued employment associated with my role.

By signing the Job Description Acknowledgment, you are verifying that you can perform all the duties, have the requisite skills, and possess the physical abilities that are necessary to perform the job as described.

EMPLOYEE

Signature		Date	
Print Name			

MANAGER

Signature		Date	
Print Name			