

Alleluia! Lutheran Church

Job Description

Job Title: Music Teacher

Reports to: Director, Little Blessings Preschool

Location: Alleluia! Lutheran Church

Department: Little Blessings

Type of position: Part-Time

Hours: 15-20 hours per week

FLSA Classification: Non-Exempt/Timesheet Required

General Description: Develop and lead engaging, age-appropriate music & movement activities (singing, instruments, rhythm, stories) to foster creativity and development, while ensuring a safe environment, managing classrooms, collaborating with staff/parents, and teach core concepts like beat, pitch, and coordination, making learning fun and supporting cognitive growth.

Alleluia has a strong work culture, evidenced by the deep commitment and extraordinary work ethic of its staff. Our work ethic and culture are established and reinforced by leadership roles such as this. To perform this job successfully an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Other related duties may be assigned.

Core Responsibilities

- Create and implement weekly interactive music and movement lessons using songs, instruments, and storytelling, aligning with early childhood themes and goals
- Email weekly lesson plans and newsletters to parents and director at the start of each week
- Collaborate with other staff in planning, modifying, enhancing and implementing music curriculum and Little Blessings learning objectives
- Provide a developmentally appropriate classroom environment that reflect children's learning and growth
- Use music to enhance social, emotional, cognitive, and motor skills (coordination, rhythm, listening)
- Enrich or modify lessons, curriculum, materials and resources as needed to meet student's needs and varying level of progress to ensure learning objectives are met
- Prepare children for informal performances including monthly chapel, annual Christmas Pageant, and any special school events including music
- Ensure the classroom environment is safe and clean
- Attend all training classes and staff meetings as assigned
- Participate in events outside of the regularly scheduled workday such as orientation, open houses, Christmas Pageant, preschool family events or conferences
- Develop teaching materials and manage music centers
- Read and sign acknowledgement of policies and procedures as stated in the Alleluia! Staff Handbook

Spiritual Requirements

- Demonstrate the mission, vision, values, and culture principles of Alleluia! Lutheran Church

Communication and Relationship Skills

- Verbal and communication skills sufficient to talk/speak with young students to assist them with instruction
- Ability to establish a supportive and compassionate relationship with students
- Demonstrated motivated initiative with a "can do" approach for results-orientated outcomes
- Ability to work with a diverse group of individuals and is sensitive to individual differences
- Ability to maintain confidentiality of information regarding students, employees and others
- Ability to establish a supportive and compassionate relationship with students
- Ability to establish and maintain cooperative and collaborative working relationships with students, parents, staff and others contacted in the course of work

- Strong interpersonal skills and ability to motivate teams and individuals
- Demonstrated comfort presenting to parents and the community
- Ability to provide educational outcomes with focus on continual improvement
- Ability to carry out instructions furnished in written or oral form
- Ability to read, write speak and comprehend English fluently

Reasoning Ability

- Ability to work independently and know when to seek guidance from leadership
- Ability to use diplomacy and tact when dealing with problems
- Ability to anticipate problems and determine the best course of action for their resolution
- Demonstrate sound discretion, professional judgement, and business ethics in decision making
- Demonstrated ability to use diplomacy and tact in all communication, written and verbal
- Ability to maintain composure in stressful situations and adapt in response to changing conditions
- Ability to work independently, stay on task, multi-task and take responsibility to complete assigned projects in a timely and efficient manner

Musical Proficiency:

- Strong foundation in music with good understanding in early childhood music theory
- Ability to manage and lead groups of young children effectively
- Creative, playful, dynamic, and patient teaching style
- Proficiency to play instruments (guitar/piano preferred), sing, and understand basic music concepts (rhythm, pitch, tempo).
- Musical Teaching Experience with preschool-aged students, highly desirable
- Knowledge of various worship music genres, including traditional, contemporary, and multicultural worship songs

Physical Requirements

- Ability to play musical instrument (piano/keys or guitar preferred)
- Ability to stand long hours
- Ability to bend, squat, jump, dance, and kneel to assist students with music activities
- Ability to push, pull lift or carry up to 50 lbs.
- Ability to use office equipment, keyboard and mouse technology

Education, Certification and Qualifications

- 60 college credit hours including six hours in child development
- Experience successfully managing people and/or classrooms people management skills
- Demonstrated clear and effective communication and interpersonal skills
- Valid CPR and first aid certification within a year of hire
- Must have a current TB test on file as required by regulations

Employment at Will

All employees of Alleluia! Church are at-will, and as such, are free to resign any time without reason. Alleluia! Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of Alleluia! Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.