



## ***Journey of Hope Program Music Teacher***

**Reports to:** Educational Coordinator

**Location(s):** Emsworth Campus and Moon Campus

**Hours:** This is a full-time 12-month position.

**General Statement of Duties:** Provides instruction in practical methods and theory of general music, singing, instrumental techniques, and movement. Other creative techniques are required for the position. Displays excellent interpersonal and verbal communication skills.

**Essential Functions:**

1. Promote the mission and philosophy of Holy Family Institute.
2. Exhibit appropriate classroom management and teaching techniques.
3. Must be flexible and willing to adapt to a non-traditional school setting.
4. Guide students through activities that may include but is not limited to playing instruments, reading music, movement through music, singing and other creative techniques.
5. Prepare lesson plans and supervise all activities in the music classroom.
6. Responsible for the management and maintenance of supplies, instruments and classroom space.
7. Prepare students for school concerts and planned musical experiences.
8. Provide direct and indirect instructional support to students in a positive environment.
9. Assist with other duties or projects as assigned by supervisor that may include planning and preparing crafts or other activities to complete outside of school hours by the milieu staff.
10. Modify the music curriculum for students with disabilities based upon a variety of instructional techniques.
11. Establish and enforce rules for behavior and procedures for maintaining an environment conducive to learning for all students and maintain order in the classroom in a fair and just manner.
12. Plan for and utilize instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives.
13. Maintain accurate and complete student records and prepare reports on children and activities, as required by laws, organizational policies, and administrative regulations.
14. Assist in collection of data for providing appropriate classroom interventions.

15. Maintain professional competence by participating in staff development activities and other professional opportunities.
16. Maintain communication with director, staff, etc.
17. Adhere to other requests as indicated by supervisor.

### **Minimum Requirements**

***Bachelor/Master's Degree in education. PA certified teacher preferred.*** A bachelor's degree in Music Education, Music Therapy or Bachelor's degree in another field with relevant work experience with music and education is also acceptable. Prior teaching experience with elementary aged students strongly encouraged. Candidate must have good communication and organizational skills. Current Act 33/34 & FBI digital fingerprint clearances, valid PA Driver's license is required. ***Fluency (read, write, and speak) in English & Spanish is highly preferred.*** Final approval for hire will be done by the Project Officer of the Office of Refugee and Resettlement which is a sub-agency of the Department of Health and Human Services of the federal government. EOE

Qualified internal candidates but complete a job posting application and submit to HR no later than **5/28/2021**.