



K-12 Music Teacher Job Description

Crossroads Christian Academy

Job Goal: Teachers are the heart and soul of any school. At CCA, the teacher is the spiritual and instructional leader in the classroom.

Line of Authority: The teacher reports directly to the divisional Principal. S/he serves as a member of the faculty and accepts responsibilities as identified by the Director and Principals.

General Qualifications:

- Have a deep commitment to Jesus Christ based on a personal relationship with Him.
- Be a servant leader
- Have a calling to ministry in and through education.
- Have a solid conviction that Christian education is of utmost importance in guiding children in today's world.
- Have a solid understanding and commitment to CCA's guiding statements.
- Have experience in the international school setting (preferred).
- Be effective in oral and written communication.
- Be a team player, responsive to the school board and school staff.

Professional Qualifications:

- Hold a bachelor's degree (required) and have special training in music education (preferred) from an accredited college or university.
- Teaching certification (preferred)
- Ability to lead worship (preferred)

Spiritual Responsibilities:

- Be a spiritually mature and growing Christian who is active in his/her Christian life.
- Be a role model in speech, actions, and attitudes (both on and off campus) and model a consistent daily walk with Christ.
- Treat students with respect, gentleness, and Christ-centered love.
- Resolve conflict biblically with parents, students, staff, administration, and Board.
- Maintain active participation in a local body of believers.
- Pray for CCA regularly – the Board, the staff, the families, the students, and the activities.

Subject-Specific Responsibilities:

- Demonstrate knowledge, skill, and ability to provide instruction in an elementary, middle, and high school setting (including music theory and music appreciation) with appropriate musical skills for singing, playing, conducting, and knowledge of musical literature necessary for the implementation of curriculum appropriate to grade level.
- Evaluate each student's musical growth, performance, and musical understanding in relationship to the level being taught
- Communicate with homeroom teacher/advisor and the administration on progress.
- Teach knowledge and skills in music understanding/appreciation, harmony, explorations in music and choral music in relationship to the level being taught.
- Coordinate music programs for school assemblies, open house, parent meetings, seasonal programs, and graduation.
- Provide leadership, creativity, and planning to continue to grow the music program both in quality and size.
- Manage music funds for purchases of curriculum, supplies, and instruments.
- Manage the storage and use of school-owned property (including instruments); make minor adjustments and request repairs to equipment as needed
- Plan, prepare and lead the elementary Christmas program in early December each year.
- Oversee the chapel worship team (training, development, and performance) and be trained to use the sound board.

(over)

General Responsibilities:

- Provide instructional leadership in the classroom, preparing thoughtful lessons based on instructional objectives and delivering that instruction in an appropriate and challenging way.
- Adhere to Curriculum Trak unit plans, complete weekly lesson plans, be involved in accreditation assignments, provide appropriate and fair assessment of students, enforce school policies, and keep grades current.
- Be intentional with the integration of Biblical truth into all areas of teaching and learning.
- Be a lifelong learner integrating technology, best practices, and sound pedagogy.
- Establish clear classroom routines and rules.
- Arrive to work, meetings, and other obligations on time.
- Provide timely feedback on student work and continually update student records in FACTS.
- Supervise students and handle behavioral issues in the classroom, on the playground, or wherever a teacher is assigned to student supervision.
- Handle discipline issues and communicate promptly and professionally with parents/guardians.
- Show sensitivity to students with different abilities, backgrounds, and religious preferences.
- Attend all scheduled school events. This includes but is not limited to Open House, Parent/Teacher conferences, Faculty meetings, graduation and other events as indicated by the school calendar.
- Conduct him/herself at all time in ways that honor and glorify the Lord and represent CCA positively as outlined in the Faculty Handbook.
- Complete other duties as assigned.