

PRESCHOOL MUSIC TEACHER

Part-Time



This position contributes to the mission of Oak Hills Church (OHC) to be disciples who make disciples by guiding all people to follow Jesus moment by moment. The staff member is responsible for planning appropriate class activities using materials and equipment that encourage a child to grow and develop at his/her own pace.

DEPARTMENT	PRIMARY DUTIES AND RESPONSIBILITIES
Preschool Crownridge	<ol style="list-style-type: none">1. Supervises and ensures the safety and well-being of children at all times, being alert to the needs and/or problems as individuals and as a group.2. Plans, supervises and implements the children's music time.3. Makes music developmentally appropriate, fun and challenging to ensure a positive experience.4. Teaches this subject on multiple levels, adjusting daily plans for different skill levels as needed.5. Submits monthly lesson plans to be kept out in room and on file.6. Keeps classroom, storage rooms, and bathrooms, neat and orderly.7. Maintains a safe, creative learning environment, which is, designed to meet the needs of the individual child.8. Follows recommended schedule for teacher rotations.9. Shares classroom space and remain flexible.10. Teaches children to control their body keeping themselves and others safe.11. Teaches children to use their brain while moving their body.12. Reports to Director any special needs or problems of individual children and any cases of suspected child abuse or neglect.13. Participates in at least 24 clock hours of training yearly including 1 hour of child abuse training.14. Familiarizes self with and follows Preschool Personnel Policies and Guidelines as stated in the Personnel Policy.15. Attends regular staff planning and evaluation meetings.16. Other duties and responsibilities as assigned.
REPORTS TO	
Preschool Director	
DIRECT REPORTS	
None	
WORK WEEK	
School Season - Wednesdays	
HOURS PER WEEK	
5	
FLSA	
Non-Exempt	
JOB CLASS	
Professional	
MINISTER DESIGNATION	
No	
DRIVING REQUIRED	
No	



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OHC STAFF EXPECTATIONS

1. Active relationship with Jesus Christ sustained through the practice of personal spiritual disciplines.
2. Embodies Christlikeness and leads with humility, character, and love.
3. Demonstrates commitment to unity and willingness to work in a collaborative team environment.
4. Personally engaged with OHC's mission, vision and strategy.
5. Supportive of OHC's beliefs, values and practices.
6. Consistently models the Staff Behavioral Values.
7. Attends Life with Oak Hills and becomes a member within six (6) months of employment (preferred).

MINIMUM QUALIFICATIONS

1. Bachelor's Degree in Early Childhood Education, Elementary Education or Music Education from an accredited college or university.
2. One to two (1 - 2) year(s) experience working with young children, specifically teaching music.
3. Meet Texas Department of Protective Services minimum standards.
4. CPR and First Aid certification

KNOWLEDGE AND ABILITIES

1. Knowledge of principles, practices and methods of teaching.
2. Knowledge of theory and practice of student learning styles.
3. Knowledge of English grammar and vocabulary.
4. Ability to work independently with limited supervision.
5. Available to work with occasional flexibility in schedule.
6. Ability to plan and implement developmentally appropriate music activities/curriculum for preschool children.
7. Ability to work scheduled hour and be dependable.
8. Ability to show competency, good judgement, and self-control while working with children.
9. Ability to discern and maintain confidentiality.
10. Ability to communicate clearly and effectively through both verbal and written means.
11. Ability to establish and maintain effective working relationships with ministry volunteers.
12. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making.

PHYSICAL REQUIREMENT AND WORKING CONDITIONS

Occasional lifting/carrying up to 30 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

CREATED: June 2021