

**Job Title:** Individual Music Instructor (Piano and/or Guitar)

**Department:** Extended Day

**Reports to:** Extended Day Enrichment Coordinator

**Employment Opportunity:** Individual Music Instructor

PDS is seeking an experienced, passionate and dedicated piano and/or guitar instructor to teach beginner to advanced students K-12 Grade.

**Essential Duties and Responsibilities:** Teaching private piano and/or guitar lessons to beginning to advanced students, grades K-12. Lesson times: 3:00-3:30p.m. 3:30-4:00p.m. 4:00-4:30p.m. 4:30-5:00p.m. 5:00-5:30p.m. 5:30-6:00p.m. Specific days to be confirmed.

**Qualifications and Skills:** The ideal Candidate will have a music degree, and/or 3-5 years experience. Music degree is not required, but previous teaching experience is required. Performance experience is a plus.

- The instructor will arrive 5-10 minutes prior to teaching the first lesson each day to prepare for the students.
- The instructor will prepare all materials in advance and is responsible for coming prepared to teach lessons for the day.
- The instructor is responsible for developing and maintaining an effective music educational program for each individual student's success. The instructor will motivate students, encourage progress, assess potential and skills of each student and guide individual students according to their skills.
- The instructor will prepare students that choose to perform in the Extended Day Music Recital and is expected to attend the Fall And Spring Recital (if applicable).
- The instructor is responsible for having a highly positive impact on those students that they teach, and they shall encourage and motivate students to do their best. This includes upholding the program integrity at all times. Any issues or concerns may be addressed directly to the Enrichment Coordinator.
- Requires that the instructor adheres to the mission and philosophy of the Extended Day Program by demonstrating enthusiasm, warmth and respect for children, parents and colleagues within a healthy, safe, relaxed and enriching environment.

**Application Process:** Applicants should submit a cover letter of interest, current resume, and a list of three references with telephone numbers and/or email addresses.

**Materials should be emailed to:** [Stefanie.haney@providenceday.org](mailto:Stefanie.haney@providenceday.org)

The position is open until filled. Providence Day School is an equal opportunity employer (EOE).