



### **MISSION STATEMENT**

The mission of St. John's Lutheran Church is to create disciples of Jesus Christ who;

**CONNECT** to God, **GROW** together, and **SHARE** Christ

**POSITION TITLE:** MUSIC TEACHER FOR PRIVATE LESSONS  
**REPORTS TO:** CONSERVATORY DIRECTOR  
**FLSA STATUS:** NON-EXEMPT; PART-TIME, AS SCHEDULED (UNDER 20 HOURS)  
**DEPARTMENT:** WORSHIP AND MUSIC

**SUMMARY:** The music teacher(s) of St. John's Conservatory of the Arts teach private music lessons to students of all ages and ability levels and participate in Conservatory performance and recruitment events. They exemplify the Christian philosophy of St. John's Lutheran Church mission statement in all aspects of day-to-day duties and responsibilities.

#### **POSITION ESSENTIAL RESPONSIBILITIES:**

- Demonstrates values and attributes in connection with the faith being taught by St. John's Lutheran Church, with the purpose of being a role model to students, parents, and employees.
- Provides excellence in musical instruction to students through weekly private lessons and supplemental classes and performance opportunities.
- Prepares weekly lesson plans tailored to individual student needs and progress that align with the Conservatory's vision of musical excellence and creativity.
- Maintains consistent communication with students, parents, and administration through written and verbal means.
- Participates in a variety of activities and events related to the Conservatory's educational program including recitals, chapel performances, and other special Conservatory events.
- May occasionally shepherd students to and from classrooms to Conservatory, as needed.
- Performs related duties as assigned.

#### **KNOWLEDGE AND SKILL REQUIREMENTS:**

- Bachelor's degree from a four-year college or university preferred. Students pursuing a bachelor's degree in music will be considered.
- 1-2 years related experience and/or training, or equivalent combination of education and experience.
- Must attend *Meet St. John's* and *the Discover Experience* to learn about the beliefs and history of St. John's Lutheran Church, and the Lutheran Faith.
- Conduct and attire must be appropriate to the Christian school and church environment.

- **Advanced Skills and Knowledge** – Musical excellence and aptitude on chosen instrument. Knowledge of current methods and pedagogy practices specific to your instrument. Willingness to teach creatively through improvisation, composition, and supplemental materials.
- **Intermediate Language Skills** (written, verbal) – Ability to read, analyze, and interpret Conservatory procedures, general information, educational publications, church procedures and governmental documents. Ability to write reports, correspondence, and procedure guidelines. Ability to effectively present information and respond to questions from administration, parents, students, and the general public. Excellent interpersonal skills to interact with students, faculty, parents, and the general public.
- **Intermediate Reasoning Ability** – Ability to apply common sense understanding to carry out instructions provided in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Intermediate Organizational Skills** – Intermediate abilities with planning multiple priorities simultaneously and anticipate proactive solutions. Demonstrates self-initiative by requiring minimal direction, as well as anticipating problems and providing appropriate responses. Ability to work independently, with appropriate pace and urgency.
- **Basic Computer Skills** – Basic skills using Microsoft Office software, and other custom software utilized by the organization, such as software used for scheduling and communication. Ability to use internet-based applications and other industry – specific software.
- **Other Skills Required** – Ability and desire to work as part of a team alongside other creative teachers, sharing ideas and working in community to create an exciting learning environment. Familiarity with and willingness to teach various musical styles and genres. Willingness to learn new or additional job-related tasks.
- **Certification / License Requirements** – First Aid/CPR/AED Certification; Mandated Reporter Certificate.

**PHYSICAL DEMANDS/ WORK ENVIRONMENT:**

- Frequently engaged in standing, walking, sitting, using hands and arms, talking and hearing
- Occasionally engaged in climbing, stooping, kneeling, crouching and crawling
- Occasionally lifts up to 50lbs
- Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception

Employee Name:	
Employee Signature:	Date:
Supervisor/Manager Name:	
Supervisor/Manager Signature:	Date: