



**Job Description**  
**SHCA Music Teacher**

**Principle Function:** The music teacher's job is to create fun, interactive lessons using songs, movement, and simple instruments to foster rhythm, coordination, and a love of music. Key responsibilities include developing age appropriate lesson plans, adapting to diverse learning needs, fostering a positive and safe learning environment, and communicating with staff and administration. Requirements include a background in early childhood education and music.

**Position Qualifications:**

- Work under the direct supervision of the Scotts Hill Christian Academy Director with a commitment to fulfill the vision and goals for the preschool
- Have a personal relationship with Jesus Christ and portray that in your public and personal life.
- Be a member, in good standing, of Scotts Hill Baptist Church and faithfully attend corporate worship services in person, at least twice per month, and be supportive of the ministries of the church.
- Satisfactorily pass all required record checks including an application, criminal background check and reference checks.

**Primary Responsibilities:**

- Love children and be sensitive to their needs.
- Establish and nurture a wholesome relationship with each child.
- Attend staff, parent, student orientations, and other special calendar events.
- Attend all staff meetings and workdays that are scheduled or called.
- Have a daily schedule and lesson plan.
- Submit program songs to the director for approval.
- Provide songs and lyrics to the teachers for in class review.
- Make up classes in the event of an absence, as much as possible
- Keep the Music Room neat and orderly.
- If necessary, flip the room for any church activity.
- Read and follow the guidelines, procedures and policies set forth in the Employee Handbook and contract.
- Perform all other duties as assigned by the Academy Director.

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Signature

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Date