

Job Posting		
<b>Company Name &amp; Location:</b> Rosie's House: A Music Academy for Children 1875 N. Central Avenue, Phoenix	<b>Position Title:</b> Choir Instructor and Department Head	<b>Last Rev Date:</b> 07/06/2018
<b>Reports to:</b> Program Director		<b>Job Family:</b> Part-time, Non-Exempt
<p><b>About:</b> Rosie's House: A Music Academy for Children is a nationally recognized free afterschool music program for students from low-income families. Rosie's House believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community. Certified by the National Guild for Community Arts Education, Rosie's House provides over 400 students, ages 5-18, with instruction in strings, winds, piano, and ensemble opportunities in winds, strings, mariachi, and choir. Rosie's House is a creative youth development program that utilizes music education to achieve youth development goals.</p> <p>Rosie's House employs six full-time staff and 24 part-time highly trained music educators. Rosie's House is seeking a passionate, dynamic and driven music educator with experience in vocal performance and choral pedagogy. The ideal candidate will perform teaching duties and participate in curriculum development and program evaluation processes with the Choir Department. <a href="http://www.rosieshouse.org">www.rosieshouse.org</a></p>		
<p><b><u>Primary Duties and Responsibilities</u></b></p>		
<p><b>Teaching Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Teach Rosie's House Intermediate Choirs (ages 11-13) on Wednesday evenings, Intermediate Choir 1 (5:45 – 6:45 p.m.); Intermediate Choir 2 (7:00 – 8:00 p.m.).</li> <li>• Communicate proactively with parents and students about progress and concerns in conjunction with Program Coordinator.</li> <li>• Maintain student policies and procedures.</li> <li>• Attend and participate in student evaluations, parent teacher conferences, recitals, faculty meetings, and school events (paid).</li> </ul>		
<p><b>Faculty Management and Administrative Support</b></p> <ul style="list-style-type: none"> <li>• Support Choir Faculty in conjunction with Program Director.</li> <li>• Lead choir department meetings in conjunction with Program Director.</li> <li>• Meet with Rosie's House staff, faculty, and parents as needed.</li> <li>• Assist with administrative duties related to school activities and events.</li> <li>• Act as a liaison and advocate to the music education community.</li> <li>• Build on existing collaborations with performing arts and community organizations.</li> </ul>		

## Curriculum Development & Program Evaluation

- Develop and implement Choir Department Curriculum.
- Determine resources needed to implement Choir Department Curriculum.
- Evaluate and place new and transferring choir students.
- Maintain and develop student policies and procedures in conjunction with Program Director.
- Evaluate student progress in relation to Choir Department Curriculum and school policies, using a variety of summative and formative assessment methods

## Skills, Traits & Qualifications

- Proven success growing and developing choir programs.
- Demonstrated ability to teach and work with children of all ages.
- Thorough understanding of developmentally appropriate teaching methods and sequencing of curriculum.
- Commitment to a positive, cooperative and mutually supportive environment between teachers, staff, students and families.
- Passion for transforming lives through high-quality music education.

## Education, Experience and Other Requirements:

### Required

- Bachelor's degree in Music and/or Music Education
- At least 1 year experience in Community Music School setting or equivalent
- At least 4 years teaching experience

### Preferred

- Master's degree in Music and/or Music Education
- Arizona Teaching Certification
- Kodály and/or Orff Certification

**Salary:** Part-time position is a blend of hourly instruction at a rate of \$50 an hour and semester stipend of \$500. Program duration Sept. 4<sup>th</sup> – May. 18<sup>th</sup> for 30 weeks. Rehearsals are Wednesday evenings, 5:45 p.m. – 8:00 p.m. on the campus of Rosie's House. Instruction takes place during program hours, which are Tues. – Fri., 4pm – 8pm and Sat. 10am – 2:30 pm. Rosie's House respects values and welcomes diversity in our workforce. To this end, we encourage all interested persons to apply. EOE. Schedule will require evenings as well as some weekends.

**How to Apply:** Send cover letter and resume to Catherine Reid, Program Director: [catherine@rosieshouse.org](mailto:catherine@rosieshouse.org) by Sunday July 22nd, 2018 at 11:59 p.m. All questions may be directed to the same email address. Interviews will take place the week of July 23-27.

The above statements are intended to describe the general nature and level of work being performed. Other duties as assigned.

Employment is contingent on:

- Ability to receive/maintain a fingerprint clearance card
- Ability to attend our annual Open House August 24<sup>th</sup> 7:00 p.m. – 8:00 p.m.
- Ability to participate in faculty retreat August 25th 2018, 9 a.m. - 1 p.m.

