



**Position Title:** Music Explorations Instructor (Pre-K & Kindergarten)

**Our mission** is to eliminate barriers to high-quality music education. Through music, we support youth as they develop their full creative and personal potential.

**Department:** Programs  
**Supervises others:** No  
**Reports to:** Program and Community Engagement Director  
**Employment Status:** Part-Time Employee  
**FLSA Status:** Non-Exempt  
**Hourly Rate:** \$53/hour  
**Benefits:** Part-time benefits package  
**Location:** 919 E. Jefferson St., Phoenix, AZ  
**Remote Eligibility:** No  
**Telework Eligibility:** No

Rosie's House believes that a diverse staff is necessary to achieve the vision of our work. We encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latino/a/x, Asian, Pacific Islander or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply. As an **Equal Opportunity Employer**, Rosie's House will not discriminate against an employee or applicant on the basis of age, race, color, religion, national origin, physical or mental disability, sexual orientation, or marital status.

### Primary Functions and Responsibilities

#### Teaching Responsibilities

- Teach music explorations classes for students ages 3-5 years-old
  - musical games and activities, crafts, singing, movement with music
- Create lesson plans and supplement materials to meet students' needs
- Evaluate and report on the progress of students
- Communicate about the progress of students with students and their parents
- Prepare students to successfully enter 1<sup>st</sup> grade
- Attend faculty meetings and special school events

#### Skills, Traits, and Qualifications

- Thorough knowledge of early childhood education and pedagogy
- Experience teaching and evaluating students in Pre-K & Kindergarten consistently over 3+ years with proven results in their learning and musical development
- Ability to identify and meet each student's learning needs
- Experience integrating project-based learning and student leadership development in the group-class setting
- Commitment to respectful, compassionate, and proactive communication with students, families, colleagues, and staff
- Passion for transforming lives through high-quality music education

### Schedule

- Mondays & Tuesdays 4:00pm-5:00pm (2 hours weekly)
- Start date is August 19th
- See Program Calendar (next page)
- Additional hours might be required for training, special projects, and events

### Program Calendar (30 lesson weeks)

- **Fall Semester (2023), August 19<sup>th</sup> – December 13<sup>th</sup>**
  - Thanksgiving Break, November 20<sup>st</sup> – 25<sup>th</sup>
  - Winter Break, December 14<sup>th</sup> – January 7<sup>th</sup>
- **Spring Semester (2024), January 8<sup>th</sup> – May 11<sup>th</sup>**
  - Dr. Martin Luther King Jr. Holiday, January 15<sup>th</sup>
  - Spring Break, March 11<sup>th</sup> – 15<sup>th</sup>

### Experience and Education

#### Required

- Bachelor's degree and 3 years teaching experience | or, 7 years teaching experience
  - At least 1 year in a community music school setting or equivalent setting
- Ability to receive/maintain a fingerprint clearance card

#### Preferred

- Bilingual
- Master's degree or Doctoral degree
- Arizona Teaching Certification

### Benefits

- **Sick Time:** Part-Time employees accrue sick time
- **Retirement:** Rosie's House offers a 401k plan option.

### How to Apply

Please submit your cover letter, resume, Employment Application and Safety Application to [employment@rosieshouse.org](mailto:employment@rosieshouse.org) using Music Explorations Instructor and your name in the subject. The Employment Application and the Safety Application can be found on the [Rosie's House website](#).

Rosie's House is committed to creating a safe environment free from abuse of any kind. Rosie's House has policies that safeguard our students including Sexual Abuse Awareness Training, Screening Process and Criminal Background Check for all faculty and staff members before employment begins.

**Conditions:** This position description does not promise or imply that the functions listed are the only duties to be performed or that the position may not change. Company reserves the right to revise the responsibilities or to require other or different tasks be performed at any time.

### More about Us

At Rosie's House our work culture is supportive, collaborative, transparent and mission focused. Rosie's House employs seven full-time staff, 23 part-time highly trained music educators, and has an annual operating budget of approximately \$1,200,000 (contributed revenue model). Our team believes music education creates hope, fuels the imagination, sparks creativity, and is a powerful force for social justice and vitality in our community.

Providing over 500 students, grades K-12, with lesson opportunities in piano, strings, winds, percussion, guitar, choir, digital music, and Mariachi, Rosie's House is one of the largest 100% free music programs nationwide. For more information visit [www.rosieshouse.org](http://www.rosieshouse.org)