

<b>Position Title: Community Division Private Lesson Music Faculty (PT)</b>	<b>Grade: 99</b>
<b>Employment Class Code: N4</b>	<b>Job Code:</b>
<b>FLSA Classification:</b>	<b>Work Week: Varied</b>
<b>Reports To: Director, Hartt Community Division</b>	

**POSITION SUMMARY**

Provide high quality instruction and performing arts experiences that allow students to reach their highest potential, both individually and collectively. Remain committed to the individual growth and development of students, while building and maintaining a private studio, both in terms of quality and numbers.

<b>KEY RESPONSIBILITIES</b>	<b>% OF TIME</b>
<ul style="list-style-type: none"> <li>Recruit students to the Hartt Community Division and advocate Hartt to prospective students.</li> <li>Actively engage with colleagues and regularly participate in departmental and all-school meetings, discussions, professional development workshops, initiatives and projects related to pedagogical standards and the positive development and growth of the school.</li> <li>Maintain open and frequent communication with parents and students as we as faculty and staff as needed to ensure each student has an exceptional educational experience at the Hartt Community Division.</li> <li>Pay particular attention to helping parents understand their role in a child’s performing arts education.</li> <li>Be consistently present when school is in session; arrange in advance for planned absences effectively; and communicate unplanned absences appropriately to students, parents and the administration.</li> <li>Stay current about Community Division program offerings and recommend opportunities that will stimulate and expand students’ artistic growth and development.</li> <li>Stay current with news and information regarding the performing arts education field. It is also highly recommended that all Community Division faculty members, partake in professional development at least once every five (5) years for the purposes of revitalizing teaching, learning about new innovations and broadening connections with colleagues on a regional/national basis.</li> <li>Proudly include their Community Division teaching role in bio, website and other instances that promote them as a teacher and artist.</li> <li>Embrace and participate in HCD’s faculty and student assessment philosophies and practices.</li> </ul>	<p>Varied*</p> <p>Varied*</p> <p>Varied*</p> <p>Varied*</p>

*\* VARIED - time for key responsibilities may vary depending on studio size and additional administrative assignments.*

## Job Description

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### WORKING CONDITIONS

### PHYSICAL EFFORT

### KEY JOB REQUIREMENTS

<b><i>Formal Education:</i></b>	Bachelor's Degree required, masters preferred
<b><i>Work Experience:</i></b>	2 years to < 5 years.
<b><i>Impact of Actions:</i></b>	
<b><i>Complexity:</i></b>	Varied: Requires high-level pedagogical thinking and approach to individual student instruction
<b><i>Decision Making:</i></b>	Responsible for the course of study and facilitation of students performing arts education experience
<b><i>Internal Communication:</i></b>	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries.
<b><i>External Communication:</i></b>	Requires regular external contacts to discuss issues of moderate importance and to respond to inquiries.
<b><i>Customer Relations:</i></b>	Contact with customers involves more complex servicing over the telephone, in writing or in person to resolve concerns
<b><i>Managerial Skills:</i></b>	n/a
<b><i>Knowledge &amp; Skills:</i></b>	
<b><i>Special Skills:</i></b>	<b><i>* The ability to work effectively with diverse groups.</i></b>

This job description of the job is for identification and administrative purposes only. It is not intended to be a complete statement of all duties, which may be assigned by the supervisor according to varying needs.

Date Revised: February 2015