



Erie Day School

Learning today, leading tomorrow.

Performing Arts/Music Director and Educator

Job Summary:

The Performing Arts/Music Director and Educator will provide a continuum of performing arts instruction for the PK- Grade 8 students at Erie Day School. The Performing Arts/Music Director and Educator will also work collaboratively with classroom teachers and adjunct performing arts faculty to determine appropriate activities, performances, celebrations and an annual dramatic production in support of the Performing Arts at Erie Day School.

Essential Duties and Responsibilities:

- Develop, implement and monitor the Performing Arts Program at EDS;
- Develop scope & sequence for EDS Performing Arts Program, coordinating the Toddler and PS Program as well as the curriculum for PK-Grade 8 music students;
- Create weekly lesson plans for all music classes;
- Organize and engage students in appropriate performing arts/musical activities increasing their comfort level and knowledge about the music and the performing arts;
- Develop relationships with students and provide classroom teachers with feedback regarding students' progress and needs;
- In cooperation with adjunct faculty members, develop, implement and monitor the progression of music skills;
- Work with teachers so they can follow up with performing arts activities as appropriate outside the scheduled performing arts class time;
- Incorporate appropriate social emotional learning and physical movement in all performing arts classes;
- Keep written records regarding which activities are especially effective or not with students and the most effective sequence in which to use the activities/curriculum with the students;

- Inventory all needed resources, and communicate with the Business Manager as needed when supplies need to be replaced or replenished;
- Teach students how to take care of all performing arts instruments, materials and supplies;
- Develop, rehearse and instruct students in performances for Grandparents Day, at least one major Erie Day School Playhouse production and other events/celebrations;
- Provide musical and vocal direction to students in rehearsals, auditions and productions; and
- Manage adjunct faculty's involvement in the Performing Arts/Music Program (i.e. distribution of duties, time, supervision, etc.)

Accountability:

- Ensure that school policies and procedures are carried out;
- Adhere to EDS Employee Handbook;
- Participate in school events, celebrations and duties;
- Ensure adherence to Mandated Reporting; and
- Protect the confidentiality of client/student and families.

Qualifications/Guidelines:

- Minimum two years teaching performing arts/music in a school setting with children who range in developmental, age and ability levels; and
- Talent and/or experience in performing arts/music (e.g. musical, vocal, rhythmic, instrumental ensembles, combination dance, vocal ensembles)

Knowledge/Ability/Skills:

- Knowledge of how to perform one's specialized instrument and the ability to play the piano or keyboard to accompany simple tunes in class;
- Ability to develop, prepare, and teach performing arts/music among various ages of children;
- Ability to work collaboratively as part of an inter-disciplinary team and to provide appropriate guidance and support to classroom teachers regarding related performing arts instruction;

- Knowledge of basic computer skills in order to communicate via email and prepare documents using word processing;
- Knowledge of PA Arts and Humanities content standards including the ability to develop, prepare and teach various music genres; and
- Experience with/interest in learning stage acoustics including microphone, audio boards, etc.

Education/Training:

- Bachelor's degree in music/ music education/ and classes in a related field;
- Master's degree preferred; and
- Teaching credential preferred

Special Job Requirements:

- Ability to work certain evenings for scheduled events (EDS Playhouse Production auditions, rehearsals, and performances; Open House; Back to School Night; parent/teacher conferences etc.)

Contact with Others:

- Ability to communicate clearly in oral and written form;
- Ability to articulate expectations to classroom team and students;
- Ability to clearly and professionally communicate with parents; and
- Ability to effectively communicate with an audience.

To apply, please email your cover letter and CV/resume to ktyler@eriedayschool.com