

# POSITION DESCRIPTION

**JOB TITLE:** MUSIC INSTRUCTOR

**DEPARTMENT:** FINE ARTS

**SALARY RANGE:** COMMENSURATE WITH EDUCATION AND EXPERIENCE

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** KERI CARROLL

**SCHEDULE DETAILS:** VARIES – 15 CREDIT HOURS OF MUSIC APPRECIATION EACH SEMESTER

**DATE OF LATEST REVIEW/REVISIONS:** MARCH 25, 2024

## **What we are looking for:**

At Crowder College, our mission is to build a civil, serving, literate, learning community of responsible citizens. We are committed to providing a high-quality education that prepares students for lifelong learning and meaningful careers. Our core values of excellence, integrity, inclusiveness, and community guide everything we do. As we continue to expand our reach and impact, we are seeking passionate and dedicated individuals who share our commitment to student success and embody our values. We are looking for team players who are innovative, student-centered, and eager to contribute to a dynamic learning environment. If you are driven by the desire to make a meaningful difference in the lives of students and the community, we invite you to join us at Crowder College.

The Music Instructor will teach music appreciation classes in traditional, hybrid, and online, as scheduled and agreed to with the division chair and in keeping with the guidelines listed below. Vocal and piano lessons may be taught on an adjunct basis. They will serve as the Musical Director for Theatre Musicals. They will work with the division chair to ensure music appreciation adjuncts and dual credit instructors are teaching the course adequately. They will provide evaluations of adjunct and dual credit music appreciation instructors. They will select the course materials, in conjunction with the division chair. They will ensure music appreciation is being taught in the same manner for the different campuses and modalities of the college.

The Music Instructor will maintain a professional work environment, has excellent customer service and musical skills, holds confidentiality as a top personal and professional value, and is proficient in computer systems.

## **Essential Job Duties**

Some of the duties listed below would be day-to-day management of the Music Instructor and will vary depending on the need(s) of the college. Priorities Include:

- Devote full time and energy to maximize student learning outcomes.
- Continue learning through professional development activities.
- Be role models for learning behavior.
- Include students in all facets of instruction, guidance, and academic association.
- Maintain confidential relationships with respect to student information.
- Respect student thought.
- Select appropriate texts and other course materials in conjunction with the appropriate division chair. Selection of materials should be reported to the bookstore by the prescribed deadlines.
- Adhere to student abilities and competencies listed in the institutional syllabus of courses taught.
- Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to division chairs and dean each semester.
- Return evaluated student exams and papers in a timely fashion.
- Maintain grades and class status information.
- Submit required reports by deadlines.
- Meet classes at the listed times.

- Maintain regular office hours. Generally, that would include 8-10 hours total per week with times in both mornings and afternoons.
- Serve on institutional committees as needed.
- Support college activities.
- Do faculty evaluations within prescribed guidelines.
- Teach 15 hours per semester as a regular load.
- Perform departmental and divisional responsibilities.
- Have a willingness to teach at other campuses if need arises.
- Dismiss classes only with prior approval from the division chair and/or dean.
- Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.
- Must attend graduation ceremonies
- Ability/willingness to teach online.
- Complete important assessment work.
- Additional responsibilities as assigned by a supervisor.

### **Knowledge, Skills & Abilities**

- Master's degree required in music performance or music education.
- College teaching experience preferred.
- Excellent communication and interpersonal skills.
- Ability to plan, organize, and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
- Information Technology Abilities required:
  - Ability to operate a personal computer using the Windows environment.
  - Ability to understand operating a personal computer within the Crowder College
  - Network environment.
  - Ability to use E-mail.
  - Ability to perform basic Canvas functions.
  - Ability to perform basic word processing using MS Word.
  - Ability to perform basic presentation functions using MS PowerPoint

### **Education and Experience**

- Master's degree in music performance or music education
- College teaching experience preferred

### **Positions Supervised**

- None

### **Working Environment**

- Generally, works indoors in a standard office environment.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required.
- Travel to other instructional sites is occasionally required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **Physical**

- Generally sedentary work but will involve mobility within the campus and various sites.
- Light lifting and physical activities may be required occasionally.
- Input, access and distribute information using computers.

- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL." THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.