Title: Early Childhood Piano Faculty

Summary of Position
Our Early Childhood music teachers facilitate beginning instrument, music, and movement education in groups of children ages 5 months to 7 years old. In 45 minute classes, teachers provide the groundwork of music education and fundamentals, support a growing love and appreciation of music, and instruct technical skills specific to the designated instruments. Our classes support the development of fine and gross motor skills, recognition and understanding, a kindling of interpersonal relationships, and when applicable, the importance of practice outside of class. Our teachers have direct communication with families and caretakers, and often provide groundwork for continuing education that caregivers will lead at home. Other skills taught in class may include basic rhythm and melodic introductions through examples and the use of other hand instruments, the basics of music theory and notation, sight-singing, a cappella and accompanied singing, creative movement with or without props (scarves, hoops, parachutes, etc.), guided drama activities, and the beginnings of any other new instruments geared towards overall musical development based on the teacher’s own curriculum.

Beginning Piano classes are capped at 6 students and will take place either online via Zoom or at CMCB pending Covid-19 restrictions. Hybrid and in-person learning would follow all CDC guidelines and are at the discretion of the teacher. Lesson plans are developed and provided by the Early Childhood teachers, and are overseen by the Early Childhood Director.

There is potential to expand position through more class offerings and substitute teaching within the Early Childhood program.

Status: Part - Time
Reports to: Early Childhood Director
Start Date: September 2020
Schedule: Saturdays 9AM-1PM, possibility to increase hours over time
Works Closely With: Early Childhood (ECH) Director, Community Music School Coordinator, Piano Department Instructional Lead, CMCB Registration Team
Specific Responsibilities

Group Classes:
- Setup and breakdown for class
- Review and understand early childhood pedagogy and support its implementation
- Engage students in a weekly music class
- Communicate with adult caregivers as necessary
- Attend a faculty orientation prior to Fall instruction at the start of a new school year
- Attend bi-monthly departmental meetings for faculty
- Observe at least 1 other pre-existing Early Childhood class
- Assist in recruitment activities
- Attend and assist with set-up, clean-up, and facilitation of two culminating events per year
- Maintain accurate attendance records and report any discrepancies to ECH Director
- Communicate regularly with ECH Director, including at least one end of year debrief meeting
- Additional responsibilities as assigned by ECH Director

Private Lesson Instruction:
- Manage teaching studio and work with Registrar on resolving scheduling conflicts
- Prepare students for performances and/or CMCB culminating events
- Hold at least one studio recital during the school year (if studio size is small, combine with another faculty studio)
- Accurately update and maintain studio attendance sheets
- Maintain open and regular communication with students, parents/guardians, faculty, and staff to support educational progress
- Contact students/parents/guardians if there are any unexpected absences
- Attend bi-monthly departmental meetings for faculty
- Participate in departmental events, competitions, recitals, and concerts and encourage students to attend
- Facilitate student participation in the annual Performathon fundraiser
- Communicate clearly with Registration regarding teaching schedule changes
- Respond to requests from CMCB staff in a timely manner
- Communicate with ECH Director and Piano Department Instructional Lead on curriculum expectations
- Complete Faculty Absence Google document for all faculty absences, regardless of reason or number of hours
- Additional responsibilities as assigned by ECH Director and/or Piano Department Instructional Lead

Essential Qualifications
- Mandarin or Cantonese fluency strongly preferred
- Bachelor’s degree in Music, Performing Arts or related field of equivalent experience
- Extensive experience teaching children ages 7 and younger, individually and in small groups
- The successful candidate will have a commitment to Equity, Diversity, and Inclusion as pedagogical and professional values
- Previous classroom teaching experience preferred
- Knowledge of early childhood music education methods preferred
- Must be fun, energetic, engaging, personable and comfortable leading groups of people
- Knowledge of Microsoft Office (Word and Excel): Ongoing training is provided in this area
- Comfortability with online teaching/meeting platforms, such as Zoom

To Apply:

Interested candidates should submit a resume, a brief cover letter, and three current professional references to ECH Director Samantha Gambaccini at gambaccini@cmcb.org.

No phone calls or walk-ins.