



## TRINITY ACADEMY

Innovative Classical Learning

### Job Description

### Private Music Lessons Instructor

#### OVERVIEW OF RESPONSIBILITIES:

*The Private Music Lessons (PML) instructor serves the Trinity Academy community by providing individual lessons to Trinity students and community members, working collaboratively with the PML Coordinator for scheduling.*

#### SPECIFIC JOB FUNCTIONS — *specific responsibilities include, but are not limited to, the following.*

- Prepare and conduct individual lessons that allow a student to grow in their musical talent, knowledge, and love of music through instruction in:
  - technique for the instrument,
  - performance etiquette and expectations, and
  - reading music and music notation, as appropriate for each student.
- Work with students to prepare them for recitals, up to twice a year.
- Attend two recitals a year and assist with planning and leading those recitals as directed by PML Coordinator.
- Authentically and naturally integrate faith and classical components throughout the year, via actions such as praying for and with students, selection of songs, or sharing scripture.
- Parent communication, as appropriate, around lesson performance, growth, recitals, and any other needed communication.
- All other duties assigned.

#### PERSONAL QUALITIES:

- Represents Trinity Academy to the school and broader community in all communications and interactions.
- Maintains strict levels of confidentiality.
- Mature Christian commitment.
- Able to teach and motivate individual students of varying skill levels.

#### QUALIFICATIONS:

- Conducts personal life in a manner that does not negatively impact the ability to represent the Trinity Academy mission and vision.
- Strong musical and instrument proficiency in at least one instrument.
- Adheres to all applicable policies in the Trinity Academy Faculty/Staff Handbook.

#### WORK HOURS:

*The Private Music Lessons instructor is a part-time position with varied hours based upon lesson schedule. The PML instructor is expected to work with the PML coordinator to provide available hours for the year, and then to remain committed to serving Trinity community members during those hours. Additional responsibilities, such as recitals, are also required.*

*This position is non-exclusive in that a PML instructor can:*

- *Provide lessons to non-Trinity community members outside of the program off-site*
- *Provide lessons to non-Trinity community members on-site, as long as (1) they have the PML Coordinator permission to do so, (2) the lessons do not interfere with Trinity usage of the space or scheduling a Trinity community member for lessons, and (3) the non-Trinity community member fees are through Trinity.*

**Reports to:** Private Music Lessons Coordinator

**Positions supervised:** None

**Minimum requirements:** Musical proficiency; BM

**Preferred requirements:** Experience in tutoring; MM

*This position is considered ministerial in function as the employee may be called upon to represent the mission and vision of Trinity Academy to students, parents, prospective students/families, or donors.*