

Advent Early Childhood School Music Teacher Responsibilities

The Music Teacher will teach music to Infants through Pre-K on a weekly basis including:

- Planning classes for each age level, according to the curriculum for ECS and providing the Principal with weekly lesson plans; plans due Thursdays for the following week
- Updating/enhancing curriculum throughout the year
- Cleaning/maintaining organization of the Music Closets at ECS
- Surveying the current supply of musical instruments and distributing instruments to the classrooms as needed

ECS Christmas and Spring Programs

Developing the theme of the programs will be done with the Principal.

The Music Teacher will:

- Research and select new songs, teach songs/motions to teachers and children
- Conduct practices for programs

Principal/Assistant Principal is responsible for:

- Assigning classrooms to specific programs
- Contacting maintenance for setting up risers/volunteer for taking down risers
- Reserving Church for practices and program dates, creating programs to distribute
- Assigning teachers to duties for assisting at each program

Family Faith Sundays at Advent

The Music Teacher will:

- Choose a song for the age level to sing at the Chapel
- Contact the Worship Leader/sound tech for Advent the song to them
- Teach/practice the song with the classes prior to the Sunday
- Lead the children in singing at Advent on those Sundays

ECS Chapels

The Music Teacher is responsible for the worship songs at all ECS Chapels on Fridays. She will help collect the Chapel money and sing the Happy Birthday song to all the students during Chapel time to celebrate.

- Several times each year the Pastors lead Chapels. For those Chapels the Music Teacher will check with the Pastors to ask if help is needed leading singing.
- Each age level will present a Chapel. The Music Teacher will work with the teachers to plan music for these Chapels
- The Principal leads several Chapels each year. For those, the Music Teacher will lead the singing

The choice of songs/music for Chapels will be coordinated with the classroom teachers. Each week at least one new song will be chosen to sing during Chapel. The Music Teacher will check with each department weekly in order to plan appropriately.

Other Duties

The Music Teacher:

- May be called on to assist in the classroom when a substitute cannot be hired
- Will assist daily in other classrooms as assigned by the Principal

If interested please contact Holly Oliver, Vice Principal at HOLiver@AdventSchoolBoca.org