

Teacher

Job Description

Mission Statement:

“To inspire a growing community of people to be passionate about playing music and to teach them the skills necessary to do so with excellence.”

Teacher Roles:

- Inspire your students to be passionate about playing music. MAKE IT FUN.
- Build mentor relationships with your students.
- Encourage your students’ learning and remain positive regardless of their previous experience or ability.
- Teach your students proper technique, a broad repertoire, and music theory on their instrument.
- Suggest and remind students about good practice habits. Help them set up a practice schedule for between lessons.
- Inform, encourage and prepare all of your students to participate in bi-annual recitals, regardless of experience or skill level. While participation in these recitals is not mandatory, it is expected to be an important part of a student’s participation with Mason Music, and reflects on your commitment to the mission and values of Mason Music.
- Help your students learn about different styles of music, but remain willing to work with them primarily on the style that they are drawn to the most. Engage them where it is most relevant to them.

Required Competencies:

Organizational Skills	Approachability
Planning	Creativity
Communication Skills	Peer Relationships
Time Management	Integrity and Trust

Teacher Responsibilities:

1. **Punctuality:** My prompt attendance at all scheduled lessons is a critical and essential part of my job. My failure to be on time to lessons will be considered a breach of my teacher agreement and cause for termination.
2. **Preparedness:** I will be prepared for all of my lessons. This means my instrument will be in tune, I will have all needed equipment (picks, pens, books, capos, paper, etc.), and will have a lesson plan for each student (this may be as simple as a continuation of the student’s previous lesson- regardless I will walk into my lessons with a knowledge of what we are working on). This is so that my student will have as much time as possible to learn. I will not fly by the seat of my pants.

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3. **Tracking Student Progress and Developing Goals and Rewards:** I will use a system to track my students' progress so that I am aware of their growth and where improvement is needed. This also serves as a helpful tool when I am absent and a sub is called in to teach my students. I will also create goals and reward students when they meet them to encourage, inspire, and motivate their growth.
4. **Student Progress Reports:** Twice a year, I will complete and submit student progress reports for each of my students. These serve as a means of communicating about behavior, practice habits, and general progress to both students and parents.
5. **Make Up Lesson Policy:** A limited number of make up lessons will be allotted to my students based on each student's agreement with the Company. I will be flexible and work collaboratively with the studio to find mutually agreeable times to offer make up lessons as necessary. Every effort will be made to schedule these during times that I am already available, but the priority will rest with the customers' satisfaction.
6. **Cancellations, Substitutes, Record Keeping:** If I am absent from work and a substitute teacher is scheduled to cover my students, I will provide detailed notes and lesson plans for my affected students to my Studio Manager. Time that is covered by a Substitute Teacher will be removed from my pay sheet and added to the Substitute's.
7. **Absentee Lesson Plans:** If a lesson is cancelled by a student that does not qualify for a make up lesson, I will still spend the scheduled lesson time working to put together an Absentee Lesson Plan to send home *that same day* for the student to work on throughout the week.
8. **Business Closings Due To Weather, etc.:** In the event that Mason Music closes due to inclement weather or any other emergency, most of the cancelled lessons will be rescheduled on an upcoming Saturday. However, I will be flexible and work with the studio to find mutually convenient times to accommodate these make up lessons on other days if necessary.
9. **Development:** I will attend teacher team meetings specific to my instrument as often as I am able to. I will continually strive to become a better teacher by learning from others while sharing with them my experiences so they can learn from me.

Goals and Accountability:

As a Teacher, you will report to your Studio Manager. Studio Managers will report to the Operations Manager and Ownership. Teachers will be held accountable for the following:

Retention Rate

Student Recital Registration

Quarterly goals in these areas will be established in partnership with the Executive Team and Studio Managers. Teachers will partner with Studio Managers to create and execute strategies to hit these goals.