

## Faculty/Instructional Job Description

### General Description

**Job summary:** Lower School Faculty, Music

**Hired by:** Head of School

**Responsible to:** Head of Lower School/Director of Fine Arts

**Evaluated:** Head of Lower School/Director of Fine Arts

**Type of position:** Full-time Exempt Faculty Position

### Staff Profile

- Personally committed and loyal to ACA. Demonstrates a clear understanding and commitment to the By-Laws (including our statement of faith), mission, vision, core values, philosophy, and graduate profile of the school.
- Models Christian values. Routinely shares and models personal testimony while pursuing the best reputation for integrity, spiritual leadership, unity, ministry, and grace at school, in a Bible-believing Christian church, at home, and in the community.
- Appreciates Christian Education and is committed to helping ACA meet the instructional needs and overall wellbeing of all students.
- Builds relationships of trust and consistency. Communicates effectively with students, parents, peers, and administrators.
- Contributes to a culture where academic, artistic, and athletic achievement is esteemed.
- Demonstrates a collaborative style of work, and a spirit of problem-solving, envisioning, and joy in service.
- Maintains a safe and orderly work environment.
- Is prepared each day. Responds to unforeseen challenges or situations with the proper attitudes and actions.
- Respects the diversity of students, including their race, denominational persuasion, ethnicity, and socio-economic status.

### Required Confessional and Spiritual Qualities

It is required that all staff:

- Acknowledge Christ as Savior and seek to live a life grounded in grace and obedience to Him.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God—the standard for faith and practice (Article II, ACA By-Laws).

- Believe and actively support the By-Laws of Asheville Christian Academy (*attached*).
- Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual service to others.
- Stand as a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct (ACA Lifestyle Statement/Declaration of Moral Integrity).
- Affirm and agree that as a staff member of Asheville Christian Academy, he or she has an important role and ministry in carrying out the school's mission of Christian discipleship by demonstrating to students how to live and apply the Christian faith in every area of work and vocation.
- Demonstrate the fruits of mature Christians, have a knowledge of Scripture, and a fundamental understanding of key doctrines covered in the By-laws.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

### Required Professional Qualities

It is required that all staff will:

- Demonstrate a reasonable level of computer literacy and have basic proficiencies in Microsoft Office, Outlook, accessing the Internet for instructional purposes, and use of ACA's school communications and management software.
- Possess evidence of other adequate preparation, background, or experience as determined by the supervising Director or Administrator.
- Clearly articulate a Biblical philosophy of education
- Maintain a professional appearance indicative of a Christian role model of cleanliness, modesty in dress, words, and actions consistent with school policy and the teachings of scripture (Philippians 4:8-9).

### Required Personal Qualities

It is required that all staff will:

- Sign and live cheerfully by the ACA Lifestyle Statement (*attached*) as a condition for employment and continued employment in this ministry.
- Have the spiritual maturity, academic ability, and personal leadership qualities to "train a child in the way he should go" (Prov. 22:6, NIV).
- Develop and maintain rapport and effective communication with students, parents, and staff by demonstrating a servant's sensitivity and treating others with courtesy, patience, dignity, respect, and a good sense of humor.
- Defend scripturally grounded principles and convictions in the face of pressures and partisan influences, but with gentleness and grace toward others (I Peter 3:15).
- Acknowledge mistakes and weaknesses and take measures to correct, grow, and improve.
- Respect and be loyal to those whom God has placed in authority over them.
- Learn the story of ACA, its history, and culture in order to make ACA a community of grace.

- Maintain a lifestyle that is consistent with a Christian role model, including the outward demonstration of joy, love, mercy, modesty, good taste in conversation and entertainment, and overall consistency with ACA policy.
- Demonstrate the spiritual stability to maintain a vibrant Christian walk, publicly and privately, during good times and hard times demonstrating an objectivity and optimism grounded in the providence and sovereignty of God.
- Demonstrate love and compassion for children.
- Express an attitude of grace toward one's self and to others.
- Demonstrate an understanding of the importance of discernment, discretion, and confidentiality in the operation of the classroom and school community.
- Be an enthusiastic and encouraging visionary for Christian education and a high-energy self-starter.
- Cooperate and work cheerfully as members of this Christian community.

### **Essential Job Functions—Accountabilities**

#### Spiritual Leadership

- Reflect the chief end of the Christian, which is to glorify and honor Christ in every work responsibility, and to enjoy Him in the process.
- Promote the Christian faith and demonstrate biblical precepts to students by being a living example of how a Christian fulfills job responsibilities. In this way, staff join faculty in the fulfillment of the school's Christian discipleship mission.
- Maintain high standards of ethics, honesty, and integrity in all personal and professional matters.
- Follow the Matthew 18 principle in dealing with all conflicts involving students, parents, staff, and administration.

#### Organizational Leadership

- Maintain an orderly work environment.
- Show up on time for work, meetings, duties, and conferences.
- When necessary, coordinate schedules and events with other faculty.

#### Professional Leadership

- Seek and accept constructive evaluation of her/his job performance.
- Follow the guidelines and policies set forth in the Professional Standards.
- Maintain exemplary relationships with students, fellow staff members and parents.
- Follow the chain of command.
- Seek to be peacemakers. Follows the Matthew 18 principle.

### **Specific Qualifications: Knowledge, Skills and Abilities**

- A Music Degree is required. An elementary education degree or elementary education methods coursework is strongly preferred.
- Functional level of piano fluency

- Experience using one or more of the following musical pedagogical methodologies, Orff, First Steps in Music, and Conversational Solfege.
- Develop a program of music instruction in the elementary school grades (K4-5<sup>th</sup> Grade) by following the curriculum and using the resources available at each grade level.
- Assist with lower school chapel program by planning and leading music.
- Plan, organize, and direct lower school music programs (Christmas, Spring, and Grandparent's Day) in cooperation with the Lower School Principal and Fine Arts Director.
- Model and develop good vocal technique as appropriate for all ages.
- Introduce and develop student knowledge of musical terminology, theory, and notation.
- Work with Fine Arts team to develop a continuity of music instruction K4-12.
- Plan and execute a scope and sequence of instruction through the use of daily, weekly, and unit lesson plans.
- Work with the Fine Arts Director to plan and execute concerts, and musical programs.
- Establish a classroom culture of musical learning.
- Maintains a safe and orderly classroom. Applies discipline in a reasonable, redemptive, and consistent manner.
- Involve ACA students in musical arts activities in and out of school.
- Create a passion within students for making music.
- Promote both vocal and instrumental music among students, both in and out of school.
- Create extra-curricular music opportunities.

#### Work Hours and Times

- August 1 through June 15 (regular school time) the hours are 7:30 a.m. until 3:30 p.m. Monday through Friday.
- Lunch break each day for 30 minutes.
- Required to be present for all faculty workdays and as requested for snow days. The hours will be determined by the Head of Lower School.
- Will have the same holidays and breaks as the faculty (Thanksgiving break, Christmas, Spring Break, etc).

#### **Benefits Package and Courtesies:**

Professional Courtesy – Up to 50% for full time  
 Health Insurance  
 Retirement – 401(K) after first year  
 Professional Development  
 Holidays, Sick Leave, Vacation  
 Status: Exempt, Full-time Employee