

**Early Learning Music & Movement Teaching Artist**  
**Cathedral Arts Project, Inc.**  
**Position Description 2016-2017**

**Reporting Structure**

Position reports to the Director of Programs.

**System of Compensation**

Position is part-time with hourly compensation for 7.5 hours per week; three 45-minute classes twice-weekly

**Overview**

The Early Learning Music & Movement Teaching Artist is responsible for music and movement instruction for early learners (ages 2-4). The goal of the program is to strengthen children's physical, social and emotional, language and cognition skills and to equip caregivers with artistic strategies to support learning and exploration at home.

Three consecutive classes are held twice-weekly on Mondays and Wednesdays from 2:45 to 5 p.m. Experience with early childhood development and/or a four-year degree in education, dance or music is preferred. Must pass an official Level 2 background check as outlined by Florida state law.

**Essential Responsibilities**

- Draft and implement early learning music and movement lesson plans as approved by CAP staff for the entire length of the program.
- Utilize classroom management strategies to supervise no more than 15 students per class.
- Maintain open and frequent communication with program site administration, age-level teachers and families of students.
- Complete monthly reporting on class data and activities. Complete annual teaching artist surveys.
- Monitor and stay within allocated budget for classroom supplies and parent take-home kit.
- Assist with field trips and guest artist visits as needed.
- Allow program evaluator to gather pre- and post-program assessments from students and facilitate surveys for age-level teachers, parents, program site administrators, etc.
- Attend all meetings of CAP teaching artists as requested.
- Carry out other duties as requested by the Chief Program Officer and Director of Programs in support of other strategic goals.

**Performance Appraisals**

First year teaching artists will have semi-annual performance appraisals and returning teaching artists will have annual appraisals. Site visit observations, along with interviews with the site director or program site administrator, will be used to evaluate the teaching artist in the following areas: overall performance characteristics and competencies; attendance, planning and preparation; class management and student rapport; creativity and innovation in art form; student participation and understanding; and communication and rapport with school and site officials.