



JOB DESCRIPTION

JOB TITLE

In-Person Music Teacher

FTE/HOUR ALLOTMENT

20-40 hours per week, 0.5-1.0 FTE

REPORTING STRUCTURE

Reports to: In-Person Principal

Supervises: N/A

MISSION ALIGNMENT

Our Mission: To grow environmentally literate, community-impacting learners of excellence.

Our Vision: CCS strives to be a school where students build meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences.

DEPARTMENT/PROGRAM

Crosslake Community School In-Person Program

JOB SUMMARY/PURPOSE

The purpose of this position is to design and implement a comprehensive, sequential K-8 music program aligned with the Minnesota Academic Standards in the Arts. The role establishes a positive, inclusive environment where students develop musical literacy, vocal and instrumental skills, and critical thinking through active creating, performing, responding, and connecting.

STRATEGIC ALIGNMENT & EXPERIENCE IMPACT

This position supports our strategic directions and contributes to creating positive daily experiences by:

- **For Students:**
 - Providing engaging, standards-aligned instruction that meets the needs of diverse learners and promotes academic growth
 - Creating a supportive, respectful learning environment where students feel valued and motivated to succeed
- **For Staff & Community:**
 - Collaborating with colleagues to align curriculum, share best practices, and support cross-curricular integration
 - Maintaining open, consistent communication with families and contributing to a positive, mission-driven school culture

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performance Responsibilities:

- Teaches general music to grades Pk-8.
- Plans daily classroom work based on a teaching outline prepared for the course of study to meet curriculum requirements.
- Evaluates students' interests, aptitudes, temperament, and individual characteristics to determine suitable instruments for beginners.
- Sings or plays instruments to demonstrate musical scales, tones, and rhythm.
- Instructs students in music theory, harmony, score and sight reading, composition, music appreciation, and provides individual or group vocal and instrumental lessons using technical knowledge, aesthetic appreciation, and prescribed teaching techniques.
- May conduct group rehearsals and instruct and coach members in their individual parts, in fundamentals of musicianship, and ensemble

performance.

- Critiques performance to identify errors and reinforce correct techniques.
- Leads instrumental and choral groups in regular and special performances for school programs, plays, community activities, concerts, and/or festivals.
- Meets with students and parents if needed to resolve student problems.
- May accompany students on field trips.
- Orders, stores, and inventories musical instruments and other music supplies.

Student Learning

- Participates in parent/student conferences.
- Assesses and monitors student learning outcomes according to MN standards
- Articulates clear statements of learning standards and outcomes.
- Promotes a pleasant manner with staff, students, and visitors.
- Maintains confidentiality and data privacy.
- Adheres to school policies and procedures.
- Maintains effective classroom management in accordance with school policy and procedures.

Teaming

- Cooperates with the work/plans of the grade level team.
- Attends all PLC, team, and staff meetings.
- Performs functions as assigned by the team leader or in-person principal.
- Articulates and advances the school's mission.
- Serves on committees as requested or required
- Works effectively as a team member in planning, shared decision making, problem solving, and communicating.

Professional Growth

- Records professional learning/continuing education activities.
- Maintains a valid teaching license in assigned areas.
- Participates in/implements staff development activities.

Other duties as assigned by the in-person principal

CORE VALUES DEMONSTRATED IN THIS ROLE

This position demonstrates our core values through:

- **Respect:** Building trusting relationships with students, families, and colleagues by honoring diverse perspectives and creating a safe, inclusive learning environment.
- **Excellence:** Delivering high-quality, data-informed instruction that challenges students to reach their full academic potential.

- **Learning:** Continuously seeking professional growth and applying new strategies to meet the evolving needs of learners.
- **Integrity:** Upholding high ethical standards by maintaining confidentiality, following school policies, following through on commitments, and modeling professionalism.
- **Community:** Actively collaborating with staff, students, and families to support a shared mission and foster a connected, supportive school culture.

REQUIRED QUALIFICATIONS

- **Education:**
 - Bachelor's degree in education or related field required
 - Valid Minnesota Teaching License in Music Education
- **Experience:**
 - Minimum of 1 year of experience teaching, advising, or working with youth in an educational or advocacy setting
- **Knowledge/Skills:**
 - Strong understanding of Minnesota academic standards and MN MTSS
 - Effective instructional planning
 - Ability to prioritize, stay organized, and manage multiple tasks independently and collaboratively
- **Technology Proficiency:**
 - Demonstrated fluency with educational technology tools, including Google Workspace (Docs, Meet, Drive, Calendar),
 - Ability to integrate technology creatively and effectively into instruction and school operations, with a growth mindset toward emerging tools and practices, including AI, is preferred.
- **Personal attributes:**
 - Commitment to environmental education and making a positive community impact
 - Excellent verbal and written communication skills
 - Demonstrated ability to communicate effectively across multiple modalities with families and staff
 - Must be responsive, approachable, and committed to fostering strong connections in a healthy learning environment.
 - Professionalism, adaptability, and a student-centered mindset

WORKING CONDITIONS

- In-person work environment with a typical 4-8-hour workday from 7:30-3:30 or 7:45-3:45.
- Some before or after school meetings will be expected
- Annual schedule includes 175 workdays (prorated based on start date), including school and professional development days
- Frequent sitting and hand use (e.g., typing, computer work) required
- Occasional standing, walking, reaching, and crouching

- Occasionally required to lift and carry materials up to 25 lbs
- Occasional travel may be required for additional professional development or training
- Requires strong organization, independent time management, and the ability to collaborate with staff and leadership

DISCLAIMER

This position description accurately reflects the primary duties, responsibilities, and requirements of the role. It does not exclude other assigned duties not mentioned above. CCS is an equal opportunity employer committed to building an inclusive community of educators.

TERMS OF EMPLOYMENT

- **Agreement:** 175 days School Calendar Days 165 teaching, 10 Professional Development
- **Schedule:** 4-8 hours per day; general business hours are 7:45 am to 3:45 pm or 7:30 am to 3:30 pm with flexibility as needed
- **Position Type:** In Person - at the school building
- **Technology Requirements:** Must maintain and regularly update Google Calendar, utilize documents and other processes, as the school uses Google Workspace
- **Meeting Requirements:** Must attend all required weekly meetings, including department, MTSS, and full staff meetings
- **Salary Range:** At 1.0 FTE - BA, Step 0 (Tier 1) at \$29,650/year to DOC, Step 0 (Tier 4) at \$56,075/year. Placement will vary depending on education and experience. View the salary grid for teachers and learning coaches, accessible via our Employment page. [Crosslake Community School](#)
- **Benefits:** Comprehensive benefits package including health insurance, retirement, and paid time off

If interested, please send a resume and letter of interest to [hiring@crosslakekids.org](mailto: hiring@crosslakekids.org).

Board Approval Date: _____