

**Job Posting**

<b>Job Title:</b>	Violin Teacher	<b>Status:</b>	Part-time Permanent, (up to 4 hours per week) Mondays or Wednesdays 4-8 p.m.)
<b>Department:</b>	Music School	<b>Union:</b>	Included (CUPE)
<b>Salary :</b>	\$22.90 per hour		
<b>Posting Date:</b>	August 2, 2017	<b>Posting Close:</b>	August 17, 2017

**Dixon Hall Neighbourhood Services** is multi-service agency located in the heart of east downtown Toronto. For 87 years, we have been touching the lives of thousands of our community's most vulnerable residents by providing a range of programs and services across every stage of life.

**Dixon Hall Music School** has offered lessons to thousands of children in the Regent Park/Moss Park/St. Lawrence neighbourhoods since 1978. Our music program sees students through all stages (and ages) of their musical and personal development. We believe in giving students a solid groundwork in music education by offering them individual lessons together with additional training (such as theory, ear training, rock band, orchestra) to help them flourish. Over 300 students take lessons each year, in 20 different subject areas.

We are looking for an enthusiastic teacher to provide violin lessons to children and youth. Classes are one-on-one with a maximum of 8 students per day.

The violin teacher is required to perform his/her duties in a manner consistent with DHNS's Mission, Vision and Values, ensure safety, and demonstrate customer service excellence

**Responsibilities:**

- providing an educational, interesting and enjoyable experience of music for every student
- monitoring student progress and adjusting teaching methods and materials when necessary
- encouraging and adequately preparing students to participate in Dixon Hall recitals or concerts elsewhere, competitions and festivals, if appropriate
- punctually attending all scheduled lessons, classes or rehearsals
- consulting with parents on a regular basis
- participating, when possible, in developing and implementing curriculum ideas
- notifying the Music School Director/Manager of any student's learning or physical problems or problems related to violence, illicit drugs, crime, as well as problem attendance, etc.
- encouraging students to take advantage of the school's resources such as instruments, practice studios, other lessons available, summer programs, free concert tickets, etc.
- adhering to all agency guidelines and policies and attending appropriate staff meetings and workshops when possible

**Administrative Duties:**

- keeping weekly attendance records of students
- recording hours every day worked
- requesting any necessary teaching materials
- notifying the Music School Director/Manager as soon as a student is late and calling absent students
- notifying the Music School Director/Manager of teaching absences as much in advance as possible
- preparing students for RCM exams
- submitting completed student achievement reports in June, in a manner useful and constructive for parents and students.

**Qualifications:**

- post-secondary education in music, violin as primary instrument
- prior teaching experience as a violin teacher
- the ability to communicate well with people from all walks of life and from many cultural backgrounds
- the ability to teach various styles of music and knowledge of different approaches to teaching music
- a satisfactory Vulnerable Sector Criminal Records check is required

To apply, please email your resume and cover letter as a single Word or pdf document to [hr@dixonhall.org](mailto:hr@dixonhall.org) before **August 17, 2017 at 4 p.m.** quoting File #17-MS-03 in the email "Subject" line.

Internal Applicants please mark "internal" on envelope and/or put same in the subject line if applying by email.

Dixon Hall Neighbourhood Services is committed to developing an inclusive selection process and work environment. If contacted for an interview, please advise the hiring manager if you require any accommodation during the interview process. The hiring process is governed by Dixon Hall Neighbourhood Services Race Relations and Employment Equity Policies.