

**Job Posting**

<b>Job Title:</b>	Piano Teacher	<b>Status:</b>	Part-time, Monday, Thursday, Friday 4:00 pm- 8:00 pm
<b>Department:</b>	Music School	<b>Union:</b>	Included (CUPE)
<b>Salary :</b>	\$24.67/hour	<b>Job ID:</b>	#22-MS-11
<b>Posting Date:</b>	August 4 <sup>th</sup> , 2022	<b>Posting Close:</b>	August 18 <sup>th</sup> , 2022

**Dixon Hall Neighbourhood Services (DHNS)** is a multi-service agency located in the heart of east downtown Toronto committed to realizing the vision of a city where everyone thrives. Since 1929, 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. We create lasting solutions to end poverty, social injustices, and isolation in Toronto. We value respect, diversity, integrity, care, compassion, and accountability.

Dixon Hall Music School is currently welcoming applications from qualified applicants for the position of Part-time Piano Teacher. We are looking for caring and enthusiastic individuals to join our team and become part of a progressive non-profit organization.

Reporting to the Manager, Music School, the Piano Teacher is responsible for teaching theory to children and youth primarily from the Regent Park, Moss Park and South Cabbagetown community. The Piano Teacher is required to perform their duties in a manner consistent with Dixon Hall's Vision, Mission and Values and demonstrate customer service excellence.

**GENERAL DUTIES AND RESPONSIBILITIES**

- Providing an enjoyable and educational experience of music for every student.
- Monitoring student progress and adjusting teaching methods and materials when necessary.
- Encouraging and adequately preparing students for RCM exams.
- Punctually attending all scheduled lessons.
- 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.
- Consulting with parents on a regular basis.

- Encouraging students to take advantage of the school's resources such as other lessons available, camps, concert tickets, etc.
- Adhering to all agency guidelines and policies and attending appropriate staff meetings and workshops when possible.

### **ADMINISTRATIVE DUTIES AND RESPONSIBILITIES**

- 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 for a lesson or event.
- Notifying the Music School Director/Manager of teaching absences as much in advance as possible.
- Preparing students for RCM exams and recitals.
- Communicating with parents and keeping them up-to-date on progress of students.

### **POSITION QUALIFICATIONS**

- Prior experience teaching piano.
- Post-secondary education in music.
- Musical and teaching ability.
- The ability to communicate well with people from all walks of life and from many cultural and social backgrounds.
- The ability to teach various styles of music and knowledge of different approaches to teaching music.
- High standards of professionalism and professional ethics.
- Strong English language written and verbal communication skills with a strong ability to exchange knowledge.
- A satisfactory Vulnerable Sector Criminal Records Check is required.

### **WORKING CONDITIONS**

- Working hours are from 4PM-8PM Monday, Thursday, Friday
- Lessons are currently being placed in hybrid between virtual and in-person under specific guidelines

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 18<sup>th</sup>, 2022 at 4:30pm** quoting **Job ID #22-MSC-11** in the email "Subject" line.

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.