

## Position: Preschool Dance Educator

Department: Recreational Dance & Development

Reports To: Shelbi Keith (Preschool Director)

Job Type: Teacher

### Role (Overview of the Position)

- Lead, direct and teach classes of preschool aged students in an age and developmentally appropriate atmosphere.

### Responsibilities (Tasks Associated with the Role)

- Facilitate a 45 minute ballet class that focuses on student development.
- Study and learn SMDC preschool curriculum “warm ups”.
- Follow SMDC preschool curriculum structure to maintain consistency in the classroom.
- Help direct and redirect young students to stay on task and complete instructions.
- Encourage group participation and help develop confidence in young dancers.
- Have customer service based interactions and communication with parents.
- Choreograph pieces and rehearse students for the end of the year recital.
- Create tutorial videos for students to practice choreography at home.

### Results (Expected Accomplishments)

- Prompt and timely execution of 45 minute classes
- Build professional relationships with students and parents
- Quality relationships with teachers and front desk staff
- Be solution minded when class doesn't go as planned.

### Requirements (Expected Proficiencies)

- High school diploma or equivalency
- Previous experience working with preschool aged children
- Knowledge of basic ballet technique
- Personable - good customer service skills and approachable
- Familiarity with email, internet, Microsoft Office, Google Apps
- Excellent written and oral communication skills required

This job description is not all-inclusive and certain activities, duties or responsibilities may be required of the employee as needed.

For your compensation and benefits you can expect the following:

- A W-9 Part-time employee with a guarantee minimum of 6 hours a week/ 2 days a week.
- Compensation between \$25 - \$35 an hour (based on previous experience)
- You will receive a performance review revolving around your metrics every 6 months.
- Opportunity for additional increase to your base will be on an annual basis based upon enrollment numbers and performance.

You will also receive the following:

- You will also have a paid day off for your birthday every year. If your birthday falls on a weekend you may take off the previous Friday or following Monday.
- Opportunities for continuous learning and development, mentorship and training to develop your personal and professional skill set.
- Waived group class tuition for yourself or children. Details are outlined in the employee hand-book with limits.