

**Position: Music Methods Instructor**

**Position Type:** Contract

**Compensation:** \$7,500 stipend per program year

**Reports to:** Director of the ARC Program

**Position Description:** The Alternate Route to Certification program (ARC) has an opening for a Methods Instructor for the 2021-2022 ARC Program. Methods courses are held one evening per week virtually and two Saturdays a month in person at Goodwin University in East Hartford from August through May.

**Responsibilities**

- Plan, instruct, and assess method classes in certification area using a syllabi aligned to the foundations course.
- Collaboratively and individually develop/revise assessments aligned with state and national content and instructional standards.
- Conduct three summative student evaluations throughout the program year and six microteaching assessments using a common rubric. Provide written and verbal constructive feedback to students and administration.
- Provide grades and feedback in a timely manner within the online learning platform Canvas that enable the advancement of skills for students.
- Respond to student and ARC administration emails in a timely manner, offering office hours to meet with students as needed.
- Provide first level interventions for students struggling in courses or practicum and escalate to Student Support Specialist and ARC administration when necessary.
- Maintain accurate student records including documentation of attendance, grades, detailed written feedback on assignments, evaluations and microteaching.
- Monitor and support students issued a Student Success Plan, warning or are on probation. Communicating with ARC administration.
- Attend and participate in the faculty work week (mid-August), orientation, monthly faculty meetings, graduation and meetings with students, faculty, and administration as scheduled.
- Carry out the program vision and expectations through communication with staff, students and the Director.
- Other duties deemed appropriate by the Director.

**Qualifications**

- **Certifications Required:** Active Connecticut professional educator certification in Music PreK-12 (049) and Connecticut TEAM. Intermediate Administration or Supervision (092) preferred but not required.
- Minimum of five years of successful teaching experience in Music.
- Experience teaching, supporting, and/or mentoring adult learners (andragogy).
- Experience with online learning platforms, integrating technology and virtual instruction.
- Knowledge of current teacher preparation training methods, content/instructional standards and edTPA.





- Committed to excellence in instruction and willing to work as a team with other instructors, support staff and ARC administration.
- Excellent written and oral communication skills and the ability to communicate with a diverse group of individuals.

**Application Procedure**

Applicants should email a cover letter describing your interest and qualifications for the position, a current resume with contact information, (3) letters of professional references and active CT Certifications to the ARC Office at: [arc@ctohe.org](mailto:arc@ctohe.org). Applicants will be contacted if selected for an interview.

**Closing Date:** May 10, 2021

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