



Posting Date: April 19, 2018
Closing Date: May 10, 2018

Northwest-Shoals Community College

Music Instructor

Position Announcement

STARTING DATE: **Approximately - August 13, 2018**

- QUALIFICATIONS:**
- Master's Degree with at least 18 graduate semester hours in music, **required**.
 - Minimum of three years teaching Music, **required**.
 - Experience in teaching Music courses at the community college level, preferred.
 - Applicants must have documented ability to prepare for and deliver quality college-level instruction preferably using a multimedia format.

***Note: A 7-minute presentation using technology to teach a Music concept will be required if offered an interview. Flash drive is required with application.**

Note: No preference will be given for advanced degrees or work experience above the minimum required.

**ESSENTIAL
FUNCTIONS:**

- Instruct students in music theory, harmony, score and sight reading, composition, and music appreciation classes (on two campuses, day and/or night, face-to-face format as well as distance education format, as assigned);
- Provide individual or group vocal and instrumental lessons using technical knowledge, aesthetic appreciation, and prescribed teaching methods;
- Schedule group performances both on-campus and at off-campus sites;
- Maintain music library, including instruments, equipment, and costumes;
- Conduct rehearsals for students and prepare them for various events and performances;
- Maintain student attendance records, grades, and other required records;
- Submit required reports on attendance and grades;
- Maintain appropriate work hours as outlined in state and college policies, including regularly scheduled office hours in order to advise and assist students;
- Participate in student recruitment and registration;
- Assist in implementing college policies, objectives, and functions in accordance with college philosophy and procedures;
- Work effectively with diverse population;
- Participate in college and departmental/divisional committee work;
- Maintain currency in professional knowledge and skills through professional development;
- Participate in college and community events;
- Sponsor student organizations;
- Organize, instruct, and supervise students as assigned;
- Prepare course syllabi and objectives in conjunction with departmental/divisional guidelines;
- Participate in selection of texts and teaching materials for Music classes;
- Serve as academic advisor for students as assigned;
- Participate in the college's planning process;
- Assist in the development, evaluations, and revision of Music curricula to insure maximum student competency.

SALARY:

Compensation is in accordance with the Alabama Community College System's Salary Schedule D1 (\$39,600 - \$77,432) and is commensurate with the applicant's experience. NW-SCC awards one year of full-time experience for each year of full-time work experience in the public schools, colleges, and adult education programs of Alabama. NW-SCC awards one year of full-time work experience for every three years of full time work experience outside of Alabama public education

employment related to this position.

**APPLICATION
PROCEDURES:**

A complete application packet consists of the following:

- *a completed Northwest-Shoals Community College application form (original signature required),*
- *cover letter,*
- *a current resume,*
- *statement of teaching philosophy,*
- *postsecondary transcripts (unofficial or official),*
- *written verification of three years teaching Music as required under “Qualifications”*

*Verification of three years teaching Music must be submitted from current or previous employer(s) and must be in **writing, signed, and on letterhead.** Letters must include beginning and ending dates of employment, position held, and indicate full-time or part-time.*

- *samples of multi-media instruction
(Presentation must be on a flash drive and will not be returned to applicant.)*

****Note: A 7-minute presentation using technology to teach a Music concept will be required if offered an interview. Flash drive required with application!***

Submit application packet to:

Northwest-Shoals Community College
Office of Human Resources
P.O. Box 2545 (800 George Wallace Blvd)
Muscle Shoals, AL 35662
Telephone: (256) 331-5229 ● Fax: (256) 331-5459 ● Email: hr@nwsc.edu

CLOSING DATE: **Applications should be received by no later than 4:00 p.m., Thursday, May 10, 2018.**

Incomplete application packets will eliminate the possibility of an interview.

Application packets received after the deadline date (including transcripts and letters of verification of work experience) will eliminate the possibility of an interview.

The submission of all required application materials by the deadline date is the sole responsibility of the applicant.

Northwest-Shoals Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Northwest-Shoals Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.