



MASON • MUSIC

Teacher

Job Description

Our Mission

Teaching, equipping & empowering the next generation of music makers.

Are you a skilled musician with a passion for teaching? Are you eager to guide students on their musical journey with patience, creativity, and expertise? The Teacher position at Mason Music offers the opportunity to mentor students of all ages and skill levels through engaging, high-quality music lessons. You will play a vital role in shaping the next generation of musicians by creating personalized lesson plans, building meaningful relationships, and helping students achieve their goals while having fun.

Job Objectives

- Deliver engaging, inspiring, and high-quality music lessons that make learning fun and exciting for students of all ages and skill levels.
- Foster meaningful, mentor-based relationships with students, building trust and supporting their growth both musically and personally.
- Encourage students to develop confidence and a lifelong love of music, maintaining a positive attitude regardless of their prior experience or ability.
- Provide comprehensive instruction in proper technique, a diverse repertoire, and foundational music theory tailored to each student's readiness level and interests.
- Introduce students to a variety of musical styles while prioritizing their individual preferences, engaging them in genres that resonate most with their interests.

Required Competencies

Music Proficiency	Adaptability
Lesson Planning	Patience
Communication	Time Management
Motivational Skills	Performance Skills
Reliability	Organizational Skills
Cultural Sensitivity	Creativity
Student Assessment	Goal Setting



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Areas of Responsibility

I. Areas of Responsibility:

- A. **Punctuality:** Prompt attendance at all scheduled lessons is essential. A habitual failure to be on time to lessons will be considered a breach of this agreement and a potential cause for termination. Refer to our Teacher Time and Attendance Policy for a full outline of Mason Music's time and attendance expectations for Teachers.
- B. **Preparedness:** Teachers are expected to be fully prepared for all lessons. This includes ensuring that instruments are in tune, all necessary equipment (picks, pens, books, capos, paper) is available and a lesson plan for each student is in place. Preparation ensures that lesson time is maximized for student learning and minimizes inefficiencies.
- C. **Setting Goals and Rewards:** Goals should be set for students to encourage, inspire, and motivate their growth. The use of the "Rock Record" is expected to gamify practice habits and promote consistent engagement and progress.
- D. **Tracking & Communicating Student Progress:** A system must be used to track student progress to monitor growth and identify areas for improvement. This system also serves as a resource for substitute teachers in the event of an absence. Reasonable effort should be made to keep parents/guardians informed of student progress, such as through brief conversations following lessons.
- E. **Student Progress Reports & Parent/Teacher Conferences:** Twice per year, student progress reports must be completed and submitted for all students. Teachers are also responsible for hosting Parent-Teacher Conferences for all interested parents and students. These tools are critical for communicating behavior, practice habits, and overall progress to both students and their families.
- F. **Recitals:** All students should be informed about, encouraged to participate in, and prepared for bi-annual recitals, regardless of their experience or skill level. While participation is not mandatory, it is a significant aspect of the Mason Music experience and reflects the teacher's alignment with the company's mission and values. Teachers are required to submit their availability for recitals when requested during the registration period.
- G. **Make-Up Lesson Policy:** A limited number of make-up lessons are allotted to students based on their agreement with Mason Music. Teachers are expected to work flexibly and collaboratively with the administrative team to find mutually agreeable times to schedule make-up lessons as necessary. Every effort will be made to accommodate these lessons during pre-existing availability while also prioritizing customer satisfaction.
- H. **Student Placement & Teacher Flexibility:** Mason Music makes every reasonable effort to match students with the teacher who is the best overall fit based on factors such as age, musical interests, skill level, personality, scheduling availability, and other relevant considerations. However, due to scheduling logistics and student demand, it is not always possible to align every variable perfectly. Teachers are expected to work professionally and flexibly with students assigned to them and to extend trust to Mason Music's Student Placement team as they work to make thoughtful and practical placement decisions. Our goal is both to serve students well and to help teachers build full, consistent teaching schedules. In rare situations where a teacher and student are genuinely not a productive match, Mason Music will work with the teacher and administrative team to determine whether reassignment is appropriate.
- I. **Cancellations; Substitutes; Record Keeping:** In the event of an absence requiring a substitute teacher, detailed notes and lesson plans for the affected students must be provided to the administrative team. Any lesson time taught by a Substitute Teacher will be removed from the original Teacher's pay schedule and paid to the Substitute Teacher only.
- J. **Absentee Lesson Plans:** When a student cancels a lesson that is not eligible for a make-up lesson, the Teacher is responsible for spending a portion of the scheduled lesson time creating an Absentee Lesson Plan (ALP). This plan should be sent to the student on the same day to provide materials and guidance for continued practice throughout the week. ALP's may be submitted digitally via the Teacher Portal.
- K. **Self-Development:** Teachers are encouraged to attend instrument-specific teacher team meetings as often as possible. These meetings offer opportunities for professional growth through collaboration and knowledge sharing. Attendance at these meetings, while voluntary, is considered during merit raise evaluations.