



## **Job Description: After School Enrichment Coordinator**

### **Program Description**

*Q the Music* program is an after-school music education program in Dayton, Ohio that provides string instruction to third through sixth grade students at Ruskin Elementary School. Operating in partnership with the East End Community Services and the Dayton Philharmonic Orchestra, students receive daily academic tutoring, a nutritious snack, and group music instruction delivered by outstanding local musicians.

*Q the Music* focuses on group achievement, teamwork, and developing the student as a future citizen as well as a musician. Fun, fast-paced, instruction keeps students engaged and results in better discipline, focus, self-confidence, and musical achievement.

This position is a part-time, seasonal position with an immediate opening through May 2025, with contract renewal likely for the following school year. On-site hours will be from approximately 1:45– 5:15pm Monday-Thursday with occasional nights and weekends for special concert events and performances.

### **Job Description: After-School Enrichment Coordinator**

**Specific duties and responsibilities** shall include but not be limited to the following:

- Serve as the Enrichment Coordinator for all *Q the Music* groups during the 2024-2025 school year
- On-site hours will be Monday – Thursday from 1:45-5:15 pm each school day from September through May (subject to adjustment based on school schedule)
- Plan, develop, and implement a daily academic enrichment class and activities for students in grades 3-6 and supervise daily activities
- Maintain student enrollment and attendance records, parent communications, and merchandise and instrument inventories
- Coordinate concerts, field trips, and other special events
- Participate in all *Q the Music* staff meetings and planned professional development as planned and scheduled by Engagement Programs Manager
- Be an active participant in *Q the Music* performances and serve as an ambassador and advocate in the community for this project
- Communicate with school classroom teachers and parents concerning student progress and behavior
- Develop and implement a consistent, positive behavior plan along with Orchestra Coordinator and Engagement Programs Manager
- Participate in program evaluation and provide attendance, demographic, and attendance data as requested



*Qualified individuals will possess:*

- Passion for the social and musical mission of *Q the Music* an El Sistema-inspired program and string instruction
- Willingness to collaborate and work as a team
- Flexibility and responsiveness to needs of students and parents
- Ability to develop and teach engaging lessons that:
  - Establish routines and encourage development of strong social, emotional, skills with an emphasis on respect, responsibility, teamwork, and community service.
  - Encourage peer-teaching
  - Contain a variety of activities (games, exercises, demonstration, and listening)
  - Establish and maintain high expectations, excellent classroom management, and implement a fair and consistent discipline system
  - Provide appropriate challenge for individual students/learning styles/behaviors and abilities

*Supporting experience may include:*

- Teaching and understanding of Dayton Public School music education standards/ instruction
- Teaching or mentoring elementary school students
- Teaching or mentoring traditionally underserved populations
- Experience in community outreach
- Ability to collaborate with students, staff, and administrators of diverse backgrounds

*Note: The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.*

**Position Reports to:** Vice President for Learning and Community Engagement and under the general supervision of the Engagement Programs Manager in coordination with the administrative and artistic functions of the DPAA.

**Classification status:** Part-Time

**Last updated:** 11/8/2024

**Compensation:** The contracted salary for this position is \$10,000 and is based on experience and qualifications.

**Application Process:** To apply, please send an email cover letter and resume to:  
[education@daytonperformingarts.org](mailto:education@daytonperformingarts.org).

Applications will be accepted on a rolling basis, until the position is filled. A 5-minute video teaching sample may be requested of the applicant.

The Dayton Performing Arts Alliance is an equally-opportunity employer.