



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<i>Adjunct – Piano Foundations</i>	<b>EEOC Job Classification</b>	Professionals
		<b>FLSA Classification</b>	Non-exempt
<b>Department:</b>	Paul T. Plew School of Music	<b>W/C Classification</b>	8868 – Administration/Faculty
<b>Reports To:</b>	Dean of the Paul T. Plew School of Music	<b>Compensation</b>	\$22.50 - \$26.00/hour

## SUMMARY

Advance the mission and vision of TMUS by providing instruction in foundational piano skills for students developing basic keyboard proficiency. The instructor teaches essential techniques, music reading, and fundamental musicianship through practical keyboard application. This role supports students in building the core skills necessary for continued musical study.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Teach assigned Piano Foundations courses in accordance with departmental curriculum and academic standards.
- Provide instruction in foundational keyboard technique, music notation, sight-reading, and basic theory concepts.
- Prepare course materials, lesson plans, and assignments that support course learning objectives.
- Evaluate student performance through playing assessments, assignments, and examinations.
- Provide timely feedback and maintain accurate records of grades and attendance.
- Maintain regular communication with students regarding course expectations and progress.
- Submit final grades and required academic documentation by established deadlines.
- Collaborate with the Department of Music and participate in faculty meetings as requested.
- Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills.
- Strong organizational and interpersonal skills.
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Strong knowledge of piano pedagogy and beginner keyboard instruction.
- Ability to teach students with varying levels of musical background.
- Effective communication and interpersonal skills.
- Ability to support student development in a classroom or lab-style learning environment.

- Must successfully pass a background investigation.

## **SUPERVISORY RESPONSIBILITY**

- This position has no supervisory responsibilities.

## **EDUCATION AND EXPERIENCE**

- Master's degree in Music, Piano Performance, Piano Pedagogy, or a closely related field (or significant professional experience equivalent to an advanced degree).
- Demonstrated proficiency in piano performance and instruction.
- Experience teaching beginning piano students or group piano classes
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## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Instruction typically occurs in classrooms, piano labs, or music practice facilities and includes regular piano demonstration and performance during class sessions.

- Regularly required to communicate effectively, including talking and hearing.
- Frequently required to sit for extended periods while demonstrating piano techniques.
- Must be able to use hands and fingers to operate a piano keyboard and instructional technology.
- May occasionally lift or move music materials or instructional equipment weighing up to 25 pounds.

## **ADDITIONAL INFORMATION**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of, or combination of, race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.