Manhattan School of Music

Position Description

Title:	SES ESL Classroom Instructor – Music Course
Department:	English as a Second Language
Reports To:	Director of ESL Program
Supervises:	N/A
Internal Contacts:	Students, Faculty, International Student Services, Student Affairs
External Contacts:	N/A
Employment Status:	Seasonal; Exempt
Employment Dates:	July 5-August 18 (includes 3-hour training on June 30)
Salary:	$10,000.00

Manhattan School of Music has the honor of enrolling students from approximately 50 countries. Each year, roughly 20% of the incoming students receive support through the English as a Second Language (ESL) Department, beginning with the Summer English Study (SES) program in July and August. The vivid tapestry of backgrounds gives SES instructors the unique opportunity to bridge various cultures through dynamic class discussions and activities.

Position Summary:
The ESL Department at MSM seeks qualified ESL instructors to teach English language classes to students from various backgrounds and cultures who will begin degree programs in music in the fall semester at MSM. Candidates should demonstrate significant experience in teaching, assessment, and utilizing technology in the classroom as a resource to improve student learning. Familiarity with teaching in-person and online coursework is preferred. Candidates should have excellent verbal and written communication skills, proficiency with computers, and an upbeat and creative attitude. Responsibilities include teaching regularly scheduled music-related ESL classes, adopting a creative approach, and encouraging students to interact with each other and with native English speakers to improve their English-speaking skills and foster an environment for eventual language independence.

MSM has a strong commitment to Cultural Inclusion evidenced by curriculum materials with musical, historical, and scholarly examples that bring diversity and inclusion as it pertains to gender, race/ethnicity, citizenship, sexual orientation, and able-ness. MSM's Cultural Inclusion policy acts as a guide for bringing musical, literary, and historical examples to promote diversity within the curriculum. MSM values innovation and inclusivity and seeks instructors who will thrive in an environment that promotes students' personal and professional development as artists and humanists.

Domains:
- Teach ESL music theory or music history classes to groups of 10-15 students.
- Teach four 80-minute classes per day, Monday through Thursday.
- Integrate American Cultural aspects into class discussion.
- Exercise the four basic English skills as they apply to the integrated language skills of comprehension, literacy, production, and conversation.

- Engage students in active classroom discussions.
- Assign approximately 60 minutes of homework per week.
- Adjust styles of teaching to meet student learning needs.
- Remote teaching-related tasks on Fridays as needed.
- Submit weekly student performance reports to Director of ESL Program.

Required Qualifications:
- TEFL/TESOL Certification or equivalent work experience
- Master's Degree or higher in TESOL, Literature, Music, or related field
- Background in Music Performance, Music Education, or related field
- Excellent knowledge of English language/linguistics
- Patience, understanding, and cultural awareness
- Passion and excellence in teaching
- Desire to create a positive experience for others
- Excellent active listening, and interpersonal, verbal, and written communication skills
- Social perceptiveness and understanding of body language

Preferred Qualifications:
- Knowledge of American Standard accent/phonemics/pronunciation
- Experience with Microsoft Office, particularly Outlook Email, Word, and PowerPoint
- Familiarity with Canvas, Zoom, Kaltura, or other music-related software

Application Requirements:
- **Please email: candidatesearch@msmnyc.edu, ATTN: SES**
- Cover Letter including personal statement on pedagogy, student development, and cultural inclusion
- Current Resume or C.V.
- Reference list of at least three professional colleagues familiar with candidate's teaching

Equal employment and equal educational opportunity have been and will continue to be fundamental principles at Manhattan School of Music, where employment and enrollment are based upon personal capabilities and qualifications without discrimination or harassment because of race, color, religion, sex, sexual orientation, gender identity or expression, the status of being transgender, age, national origin, marital status, citizenship or veteran status, disability, or any other characteristic protected by law. Manhattan School of Music does not permit retaliation against individuals who oppose a discriminatory practice or participate in an investigation.