

# University Settlement

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Website: [www.universitysettlement.ca](http://www.universitysettlement.ca)  
Charitable #: 119279412RR0001



University Settlement  
Founded in 1910

## *Over 100 Years of Service in the Community*

**JOB TITLE/POSITION:** M&A Group Teacher - Theory  
**DEPARTMENT:** Music and Arts School  
**REPORTS TO:** Managing Director, Music & Arts School  
**POSTING DATE:** July 26, 2018

**ORGANIZATIONAL OVERVIEW:** University Settlement is a multi-service agency that was founded in 1910 and has the distinction of being the first community-based social service centre in the City of Toronto. University Settlement's four offices are part of culturally rich and vibrant neighborhoods in downtown Toronto and North York. As active members of these diverse communities, University Settlement helps individuals and families to learn and grow by engaging them in social, cultural, recreational and educational opportunities. University Settlement is committed to enhancing the quality of life of the people in the communities we serve through our many programs and services. With a full-time and part-time staff of approximately 150, University Settlement has developed programs to address the needs of more than 10,000 users annually through diverse areas such as settlement services, English language classes, employment counseling, senior services, youth programming, homeless programs, music and arts education, and daycare. In addition, our main site hosts a full recreation centre with pool, gym and nautilus facilities.

**JOB FUNCTION:** To provide high-level music theory, harmony, counterpoint, analysis and/or history instruction to groups of Music & Arts School students.

### **QUALIFICATIONS:**

- A three (3) year Bachelor's level degree in Music, preferably specializing in Music Theory or Composition
- At least two (2) years teaching groups of children, and/or adults
- Extensive knowledge of the Royal Conservatory of Music Theory curriculum
- Ability to teach all levels of theory curriculum including music history, harmony, theory, analysis and counterpoint
- Excellent communication and teaching skills
- Highly proficient in spoken and written English

### **ASSETS:**

- 2<sup>nd</sup> language (preferably Cantonese or Mandarin)
- Non-profit experience
- Experience working/volunteering in a diverse multi-cultural setting



**RESPONSIBILITIES:**

- Teaches group music theory classes to children and adults
- Teaches the number of classes scheduled by the Managing Director
- Prepares students for Royal Conservatory of Music Theory examinations, where necessary
- Creates a program of study for each class taking into account factors such as age of students, pace of learning, and personality-types
- Provides students with a course outline and has a clearly defined lesson plan for each class
- Reviews and returns all student materials and assigned work in a timely fashion
- Gives each class a positive learning experience in a structured, disciplined and safe environment, regardless of talent or level of achievement
- Participates occasionally in the following Music and Arts School activities: student recitals, faculty recitals and fundraising events
- Communicates clearly and effectively with students
- Maintains punctuality by ensuring that each class starts on time and lasts for the allotted duration
- Keeps a register indicating each student's attendance or absence
- Updates the Managing Director on student progress and examination results, as requested
- Informs the Music and Arts School office of any issues that may arise with students
- Develops and maintains cooperation and openness, and works collaboratively with others to achieve University Settlement objectives
- Recognizes department and/or community needs/trends and develops appropriate methods to respond
- Evaluates the effectiveness of the program and suggests improvements
- Other duties as assigned

**TERMS OF EMPLOYMENT:**

Police Reference Check, satisfactory to University Settlement is a requirement of this position.

**SALARY/RATE:** \$27.00 per hour (position/rate requires job evaluation), plus an additional 60 cents in lieu of benefits after probation is passed

**SCHEDULE:** Position starts September 2018. Part time hours - Saturday afternoons

**DETAILS:** Unionized position, restricted to individuals living within 40 km of the work location

Please send a detailed resume with cover letter by July 10, 2018 to:

Victoria Medeiros, Managing Director  
Music and Arts School  
University Settlement  
23 Grange Road, Toronto M5T 1C3  
[victoria.medeiros@universitysettlement.ca](mailto:victoria.medeiros@universitysettlement.ca)

\*University Settlement is an equal opportunity employer. We would like to thank everyone for submitting an application; only those chosen for an interview will be contacted.