

IAC DANCE EDUCATOR

SUMMARY

The Dance Educator part-time position is responsible for the planning and teaching high-quality training and instruction of dance classes to all age groups and at levels beginning through advanced for students based on the Innovation Arts Connection curriculum. This position is under the direct supervision of the Artistic Director.

LOCATION

Bloomington Park District, Medinah Park District, Park District of La Grange, West Chicago Park District

HOURS

Based on the schedule of the educator and park district. Morning, evening and weekends available.

SALARY

\$20.00-30.00/hr--Depending on Qualifications & Experience

EDUCATION, EXPERIENCE & TRAINING

- Minimum of high school diploma or equivalent.
- CPR and First Aid and IL Mandated Reporter certification required.
- Must have at least three years of dance experience and formal instruction in the dance field as well as knowledge of various forms of dance and teaching techniques.
- Must have at least one year experience instructing dance programs as an apprentice or dance instructor or at least 2 years experience of working with children in a fun learning environment (teaching, camp counselor, nannying, coach, etc)
- Interest in early childhood education is a plus.
- Experience teaching at an intermediate-advanced level of any style is a plus.
- Interest in curriculum development, event management and leadership positions is a plus.

QUALIFICATIONS

- Must be 18 years of age.
- Must pass a background check.
- Must have reliable transportation and able to travel to various park district locations.
- Must provide personal liability insurance.
- Must be self-motivated and responsible.
- Friendly and outgoing personality with strong customer service skills.
- Must keep availability open and commit to the entire season (Fall, Winter/Spring, Summer).

DUTIES AND RESPONSIBILITIES

- Provide a fun and safe environment to learn the essentials of various styles of dance (mainly: Ballet, Jazz, Hip Hop, Tap & DiscoverDance).
- Manage, plan, and instruct lessons including dance terminology, warm ups, basic stretching, and dance technique that follow a logical progression throughout the session and adhere to the Innovation Arts Connection Curriculum.
- Demonstrate dance moves and choreography.
- Arrive to work at least 15 minutes prior to class and be prepared for class to begin.

- Use professionalism in the workplace.
- Update class attendance sheets every day classes meet.
- Use appropriate classroom management skills to maintain control of the class.
- Maintain a neat and orderly work environment including dance rooms and storage.
- Responsible for the choice of music and dance.
- Set annual goals for students.
- Assist in the planning and execution of dance performances.
- Assist with measuring dancers and choosing and handing out costumes.
- Assist with delivering any information regarding pictures, rehearsal, and recital.
- Assist in marketing and promoting the dance program.
- Communicate effectively with parents & guardians on expectations and upcoming events.
- Monitor student performance and make suggestions to students as needed.
- Instruct students at home on a virtual platform when necessary.
- Adapt teaching methods to meet student needs.
- Use age appropriate language and music to teach class, keeping a positive attitude.
- Promote studio values to all participants.
- Maintain a positive working relationship with subordinates, co-workers and the general public.
- Participate at required staff meetings and training sessions.
- Provide recommendations for curriculum enhancement to the Artistic Director.
- Complete timesheets accurately, specifically, and promptly based on calendar.
- Utilize organizational skills to stay prompt in deadlines to coordinator/supervisor.
- Wear appropriate attire during working hours.
- Provide advance notice if unable to teach class. In the event of a needed absence, find a replacement and notify the director.
- Carry out the directions and duties of the Artistic Director.
- Perform all job tasks within the rules and guidelines of each park district's safety plans.
- Treat public and customer complaints and concerns with the utmost attention and courtesy.
- Communicate guardian/student concerns with supervisor immediately.
- Remain in communication with the Artistic Director including checking email/text/voicemails regularly.

KNOWLEDGE, SKILLS & ABILITIES

- Comprehension of dance skills and techniques.
- Ability to instruct dance to students in your area of expertise.
- Willingness to train in new areas of dance.
- Having dedication and passion for dancing.
- Having a good sense of quality instruction, including costuming and music.
- Understand the principles of customer service.
- Have a good understanding of health and safety.
- Demonstrate attention to detail and strong organization skills.
- Demonstrate initiative, flexibility and creativity.
- Demonstrate leadership, dependability, patience and concern for others.
- Demonstrate excellent communication skills (i.e., professional ability to attend to customer needs).
- Ability to address complaints and resolve concerns as needed.
- Ability to work in a team atmosphere (i.e., ability to communicate well with other instructors).
- Ability to maintain discretion with regard to confidential matters and/or information.
- Ability to motivate others.
- Ability to follow directions and communicate both verbally and in writing.

- Ability to deal with students, staff and job responsibilities under stressful conditions.
- Ability to manage children within a classroom setting.
- Ability to respond to and handle children's behaviors in a positive appropriate manner.

SAFETY RESPONSIBILITIES

- Maintains a working knowledge of all general and departmental-specific safety rules.
- Actively supports the Safety Policy and follows/enforces safety rules.
- Immediately reports all accidents and unsafe actions, practices or conditions to the Artistic Director and Facility Supervisor.
- Take corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee, volunteer or program participant.
- Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
- Develop ideas for the prevention of future incidents.
- Keep the work area clean and orderly at all times.

COGNITIVE CONSIDERATIONS

Must have the ability to plan, organize and lead dance programs. Must have the ability to relate to others in a professional manner.

PHYSICAL REQUIREMENTS

- Sitting/Crouching: to sit on the floor or in a chair. While leading activities, picking up supplies, and looking under equipment.
- Lifting/Reaching/Pushing/Pulling: to move equipment and supplies and to set-up and take down equipment for performances. To move supplies and equipment and perform dance movements. To move supplies and equipment.
- Writing: to complete required event/showcase/recital paperwork, monthly timesheets, lesson plans, and communicate with the dance coordinator and other staff members.
- Dancing: to demonstrate appropriate skills/techniques.

Questions? Contact Lora Vodicka at lora@innovationartsconnection.com