



CROFTON HOUSE SCHOOL  
EST. 1898

**Exciting Opportunity for an Outstanding Educator**

*A Crofton House education offers extraordinary possibilities. Each girl comes to the school to pursue the possibilities of a CHS education. She has extraordinary potential and embraces her complete education. As a graduate, she takes the extraordinary into the world, fulfilling the promise of her Crofton House experience. We offer highly competitive compensation and benefit packages. We inspire girls to discover and pursue their personal excellence.*

**Program Coordinator, Music: Junior Kindergarten - Grade 7**

Crofton House School is seeking a Coordinator of Music, Junior Kindergarten - Grade 7. The Coordinator, an experienced music educator, has oversight for all music related programs at the Junior School level. This role reports to the Director of Junior School.

**Responsibilities:**

- Provides strategic leadership, guidance, and direction for the Junior School music program
- Leads a team of dedicated music teachers
- Teaches music at the junior school level
- Oversight for the music program budget
- Oversees maintenance of music equipment
- Assists in developing policies and procedures related to the music program JK - grade 7

**Qualifications:**

- B.C. Ministry of Education Certificate
- Master's degree an asset
- Minimum of 5 - 10 years of experience teaching music at the junior school level
- An expert in understanding music development in JK - grade 7 with knowledge of ORFF and Kodaly methods
- A creative thinker with a passion for music
- Extensive experience with junior school musicals, concerts, assemblies, music festivals,
- Significant knowledge of the learning styles of girls
- Excellent written and oral communication skills
- Demonstrated ability to work collaboratively
- Strong interpersonal skills, including the ability to work with, and provide leadership to, faculty and staff
- Demonstrated ability to be innovative and flexible
- Highly organized with attention to detail
- Budgetary experience an asset

Position closes: February 13, 2017

Apply online at [croftonhouse.ca/careers](https://croftonhouse.ca/careers)

We would like to thank all applicants in advance, however we will only contact those selected for an interview. Please note that applicants must be able to legally work in Canada.