Director of Instruction Intern.pdf

Emil Fries Piano Hospital & Training Center

Director of Instruction Intern

The Emil Fries Piano Hospital and Training Center DBA The School of Piano Technology for the

Blind provides specialized quality education to blind and visually impaired people in preparation

for financially rewarding, emotionally gratifying, and professionally challenging careers as piano

technicians. The School, which was founded in 1949, empowers blind and visually impaired

people to be independent and self-sufficient by providing vocational training opportunities.

Located in Vancouver, Washington, the School is a registered non-profit 501(C) (3)

corporation governed by a volunteer board of trustees and managed by an executive

director. More than 300 students, representing 15 countries and 40 states, have

graduated from the School.

DIRECTOR OF INSTRUCTION INTERN

The Director of Instruction Intern will work with the Director of Instruction in the areas of

curriculum development, one-on-one teaching, and administrative responsibilities

through a program of coaching, training, and mentoring during a two-year transitional

period to be followed by a minimum commitment of a five-year employment contract.

The Director of Instruction is responsible for supervision of the School’s Instructional

Program and coordinates the activities of the Instructional Team to provide instructional

delivery to students including planning curriculum, assigning staff, supervising instruction

and student learning, and evaluating student progress.

The Director of Instruction monitors instructional activities to assure ACCSC Standards of

Accreditation are maintained.

EDUCATIONAL REQUIREMENTS

A bachelor’s degree is preferred. However, an associate’s degree and four years of

relevant experience in a related field is acceptable

QUALIFICATIONS AND EXPERIENCE:

list of 6 items

• The Director of Instruction must be a Registered Piano Technician (RPT).

• Five years of journeyman experience in business as a piano technician.

• Teacher training experience to successfully direct the instructional program.

• Demonstrated ability to:

list of 4 items nesting level 1

o work with diverse individuals who are blind, visually impaired, and/or sighted;

o participate in and develop and nurture a team environment;

o interact with students, instructor/technicians, administration, support staff, and the Board of Trustees;

o represent the School appropriately and effectively in making presentations to outside groups, potential students, alumni, and other organizations.

list end nesting level 1

• Possess the interpersonal skills required to negotiate and resolve conflict with students, instructor/technicians, and other staff.

• High-level computer literacy skills.

list end

SPECIFIC DUTIES

Instruction and Curriculum

list of 11 items

• Direct and supervise the School’s instructional program.

• Plan the curriculum scope and sequence and assign instructional responsibilities.

• Instruct, supervise, and evaluate assigned student laboratory tuning and repair assignments and lecture/theory courses.

• Supervise and evaluate student progress.

• Conduct, with the assistance of other instructor/technicians, quarterly student progress conferences and submit written documentation to the permanent

student file.

• Recommend purchase of instructional materials and supplies.

• Oversee and monitor the School library and provide recommendations for purchase of materials and supplies.

• Serve as an advisor to students in relation to instructional program.

• Interact with student agency counselors as necessary.

• Ensure graduating students are provided the required tools and supplies.

• In conjunction with administrative staff, plan and execute graduation ceremonies

list end

Curriculum and Educational Evaluation

list of 3 items

• Participate in performance evaluations of instructor/technicians and other staff as appropriate.

• Coordinate, with the assistance of other instructor/technicians, the training of instructor/technicians to develop professional technical and teaching

skills that are consistent, up-to-date, and at industry-level standards of competency.

• Working with other instructor/technicians, develop a feedback system so all instructor/technicians regularly critique each other’s work to establish the

industry standard for the School and its technical work.

list end

Recruitment and Committees

list of 6 items

• Develop, implement, and supervise student recruitment activities to attract students to the School as part of the School’s development plan.

• Monitor the ACCSC Standards of Accreditation to assure Standards are maintained. Assist with regular reports as required.

• Participate in the School’s Refund Review Committee to assure that refunds are issued within 30 days of a student’s official date of termination. The

Committee will meet within two weeks of a student’s withdrawal from our program.

• In conjunction with the School’s Program Advisory Committee, monitor existing programs for improvement and implementation of new programs as available

and appropriate.

• Schedule and conduct at least two Curriculum Advisory Committee Meetings annually and ensure representative membership in the advisory committee complies

with ACCSC Standards.

• Serve as a liaison to the Alumni group in coordinating School-related activities and programs.

list end

Ongoing Education

list of 5 items

• Enroll in vocational courses to assist in development of teaching skills, curriculum development, etc.

• Participate in at least one professional development conference each year in addition to at least one half of the local PTG meetings to keep skills up-to-date.

• Attend, as available and appropriate local, state, and national seminars and conventions for promotional and recruitment purposes.

• Tune and repair pianos to keep professional skills current.

• Manage the pianos in the showroom and overall piano repair work.

list end

The Director of Instruction Intern position is open until filled.

Salary and Benefits are commiserate with experience and ability.

TO APPLY:

Email one page letter of interest and résumé to Cheri Martin at

cherim@pianotuningschool.org.

The position is open until filled.

For more information about the School of Piano Technology for the Blind, please visit our

website,

www.pianotuningschool.org