

# **Music for Healing & Transition Program™, Inc. (MHTP)**

## **Faculty Job Description Module 3**

### **INTRODUCTION**

The Music for Healing and Transition Program, Inc. is a not-for-profit 501(c)(3) educational organization which trains and certifies musicians to provide live therapeutic music, for the purpose of creating healing environments for the ill and/or dying, and all who may benefit. MHTP philosophy recognizes music as a therapeutic enhancement to the healing process and the life/death transition. Graduates of MHTP are Certified Music Practitioners (CMP)®. MHTP collaborates with healthcare facilities and community organizations to educate about, and promote research in, the effectiveness of therapeutic music.

The position of Module 3 Teacher is a part-time contract position. The majority of the work is that of teaching in a non-traditional, adult classroom setting using Zoom videoconference. Rare travel is required for onsite modules, reimbursed by MHTP.

### **MAJOR DUTIES**

#### **A. Implementing MHTP Policies**

- Acts as an advocate and ambassador for MHTP. Fully supports verbally and written word the policies, decisions and actions of the MHTP Board of Directors and staff.
- Keeps up-to-date on MHTP policies as communicated by the Supervisor, the current MHTP Handbook, MHTP website information, and current Teacher's Guide.
- Answers students' MHTP policy questions; refers student questions to the appropriate MHTP representative.
- Follows all requirements in the MHTP Teacher Contract.

#### **B. Classroom Instruction**

- Responsible for pre-class preparations, e.g., contacting Area Coordinator (AC) for coordination, any travel and audio-visual needs arrangements for onsite classes, providing all handouts to students via Dropbox or other means.
- Prepares thoroughly for teaching assignments through review of MHTP curriculum, preparation and organization of teacher materials, Zoom videoconference settings and use, classroom and audiovisual materials, student readings, other teacher aids, musical demonstrations, preparation to handle students' questions on all curriculum material and books, and

creating personal instructional notes based on feedback from teaching previous modules.

- Follows, and uses only, the official MHTP curriculum as indicated in the current MHTP Teacher's Guide for the assigned module. Uses only the official PowerPoint and handouts that are in the current Teacher's Guide. Requests and acquires pre-approval to use any major teaching modalities/ tools that are not in the current Teacher's Guide.
- Covers the entire lesson plan and materials in the current Teacher's Guide for each class.
- Employs adult-learning principles and techniques in teaching, leading class activities, and providing feedback to students. Keeps class flow constant, handles any difficult situations with students' behavior and attitudes. Any conflicts that cannot be resolved are discussed and acted on in consultation with the MHTP Chief Executive Officer and other appropriate MHTP staff.
- Writes student assessments and provides copies to student, student's Advisor and Program Coordinator as required in the current Teacher's Guide.
- Reviews module evaluations after each class and provides feedback to Chief Executive Officer on ideas for improving teacher's practices after each class.
- Responsible for remaining up-to-date on the book for the assigned module, pre-and post-module assignments and all other changes in curriculum

### **C. Assistance in Curriculum Development**

- Keeps track of any changes, corrections, and suggestions for improving the curriculum, based on personal observations and assessment, as well as comments from module evaluations of each class; conveys these to the Chief Executive Officer during the annual Teacher's Guide revisions.
- Attends any required teacher meetings for curriculum development and improvement via Zoom videoconference call, and the 2-hour Zoom Teacher Retreat to review final curriculum revisions for MHTP's entire curriculum.

### **D. Administrative**

- Completes, sends, and files, as appropriate, all student assessments, invoices, curriculum review requests, travel arrangements, applicable tax forms, and other administrative requirements within time frames specified in the MHTP Teacher Contract and/or Teacher's Guide, and/or set by the Supervisor.
- Works cooperatively on administrative tasks with Area Coordinators, other teachers, Chief Executive Officer.

- Makes every effort to attend the Teachers Forum and All Contractors Forums.
- Attends virtual teacher teleconference retreats as scheduled.

## **FACTORS**

### **Knowledge, Skills, and Abilities (KSAs) Required for Incumbent:**

1. Fully knowledgeable about MHTP mission, vision, policies, procedures, history, its therapeutic music principles, and educational program. Ability to fully support MHTP policies and teachings and positively represent MHTP in the classroom.
2. Ability to completely understand and implement Module 3 curriculum, including any audiovisual teaching tools, live videoconference teaching, and required readings.
3. Extensive first-hand knowledge of playing as a CMP at the bedside of patients in medical facilities and the ability to share those experiences as appropriate in the classroom setting. Extensive knowledge and practice of Heart-Centered Awareness as a CMP. Current in CEU requirements.
4. Extensive knowledge of, and experience in using MHTP's unique patient conditions/types of music. Ability to explain and skillfully musically demonstrate each condition/music type.
5. Knowledge in, and ability to teach about, basic anatomy and physiology, modern physics, complementary medicine, and eastern traditions of medicine that view the human as an energetic being.
6. Demonstrated abilities and experience in teaching the adult learner; knowledge of key adult learning and teaching concepts.
7. Ability to complete, in a timely manner, all administrative tasks as described in this Job Description, as assigned by Supervisor, and as in Teacher's Guide and Teacher Contract.
8. Ability to work collaboratively with the Chief Executive Officer, Area Coordinators, and other MHTP staff in a professional, courteous manner, with flexibility as needed.
9. Ability to work well under stress to creatively and calmly solve unexpected problems.

### **Supervision**

- The MHTP Module 3 teacher is supervised by the MHTP Chief Executive Officer.

### **Guidelines**

- Written guidelines include the MHTP Standard Operating Procedures, MHTP Board policies and directives, MHTP Handbook, and the MHTP Teacher's Guide, which is the only official MHTP approved curriculum.

- Additional guidelines and directives may be distributed via emails, phone conversations, and direct communication from the Supervisor.
- Teacher behavioral and instruction techniques generally accepted by the profession of teaching adult learners also serve as guidelines.