

## **Position: CADA Instructor**

**Department:** Fulfillment (Products and Services)

**Reports to:** Director of Education, Studio Director

**Job Type:** Part-time, hourly, W-2 Employee

**Location:** In person (Meridian, Idaho)

**Estimated Hours Per Week:** Varies with teacher availability and studio schedule

**Compensation:** Pay is commensurate with experience, with regular performance-based reviews. In addition to pay, bonus structures are available.

**Additional Compensation:** Continuing education and training.

### **Key Responsibilities:**

We are looking for high-energy, qualified instructors to add to our wonderful CADA Team in many genres! These include: Ballet, Contemporary, Jazz, Tap, Hip-Hop, Acro/Tumbling Ballroom, PBT, Pilates, Dance Conditioning, Competitive team coaches, Early Childhood Education (teaching ages 1-5), and Advanced Dance Technique. We hire high-quality candidates who are always seeking to learn and improve their craft. We expect teachers to be prepared and organized, with the growth of their students as their highest priority. We value industry experience in many genres, and look highly upon candidates with commercial and/or collegiate qualifications. We welcome additional certifications in methods like PBT, mUvMethod, Yoga, ABT, RAD, Pilates, and more.

### **What success looks like in this position:**

- Key Performance Indicators (KPIs): Enrollment & Growth
  - Class Enrollment is at 80%+ capacity (example: max students for your class is 20, you grow and maintain enrollment at 16+)
- Students feel loved and individually known by you and receive correction by name each day in class
- Students are growing technically in a way that is visible to even non-dance-educated parents
- You show up to work each day dressed professionally and prepared
- All slack messages have responses from you every workday
- All teacher tasks are done excellently, thoroughly, and by deadline

### **Responsibilities of the role will include:**

- Teaching high-quality, appropriately paced classes
- Utilizing and participating in CADA's extensive teaching and continuing education resources
- Meet all teacher non-teaching deadlines
- Selecting and approving music, costumes, and setting recital choreography

- Ensuring student readiness at CADA's Dance Advance Review (for Competitive Team coaches only)
- Be a star student--always eager to learn and improve!
- Attend monthly meetings and weekly huddles
- Report weekly (report daily the first 90 days)
- Meet KPIs
- Check & reply to Slack Daily (except weekends)
- Like and comment consistently on our social media
- Embrace this mindset: The bottom line is that the studio's vision is bigger than me alone.

**Expectations of the role will include:**

- Arrive 15 minutes before class
- Take attendance in every class
- Send parent postcard for each of your students two weeks after the season begins or two weeks after they join your class
- Be present for each of the mandatory dates for teachers throughout the season
- Learn your dancers' names
- Prepare lesson plans for each class
- Have a thorough and appropriate warm up system for each class
- Know how to handle behavior issues
- Use age-appropriate music
- Talk to parents
- Prepare social media post to boost class enrollment
- Check in with the front desk with any issues that may occur during your work shift
- Prepare fun holiday dances for the class
- Prepare a routine that will highlight each class in the end of the year performance
- Edit music for performances
- Read all communication from the dance studio
- Make sure your energy and tone is appropriate to everyone in the studio
- Treat other teachers with respect
- Prepare sub lesson plans/music for your classes being covered
- No phone calls during class
- Prepare for emergencies in class (injury, illness, bad behavior & etc...)
- End of season retention notes prepared for each of your students for personal reach out they join us for next season
- Contribute to a positive, warm atmosphere, free from negativity or toxic behavior, for our teaching team and our studio home

**Additional notes:**

- Teachers must have reliable child care for their children at home.