



## JOB DESCRIPTION

Title: **Education Director**

Compensation: Salary, paid monthly  
\$45,000-48,000 per year

Benefits: CBMT Dues - \$80 per year  
AMTA membership - \$250 per year  
Regional conference registration - \$150 per year  
15 days PTO per year  
Mileage Reimbursement with proper documentation  
Contribution to Health, Dental, Vision plans after 30 days employment, if elected

Hours: 40 hours per week  
At times additional events outside regular hours will require attendance

Start Date: June/July 2022

### POSITION OVERVIEW

The core roles of the Education Director are to

- 1) PROVIDE music therapy services to your clients.
- 2) SUPERVISE interns and COORDINATE practicum students
- 3) DEVELOP our internship program

### THE OPPORTUNITY

Sound Starts is seeking a music therapist to fulfill a leadership role of education director that will elevate the program and company overall to a new level of growth. This individual will provide high level support to student music therapists as they fulfill their internship requirements. Our education director will maintain our national roster internship site status and provide ongoing supervision to interns. The education director will also coordinate practicum placements with local universities and respond to outside requests for interviews/observations. This leader will maintain a caseload of music therapy clients. This individual is a member of the Sound Starts Leadership team and can expect to work closely with the CEO/additional leadership team members to create and execute plans to grow the company.

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## WHAT WE DO

Sound Starts helps individuals grow bright and strong through music. The families, students, and young adults at our centers receive high quality music therapy or adapted music lessons from a board certified music therapist. Families and their children experience joy and long lasting, consistent relationships with their music therapist. In the community, individuals of all ages as well as facilities such as schools, hospitals, and eldercare centers receive high quality music therapy services from board-certified music therapists. These facilities value music therapy as a service that impacts the individuals they serve.

## CORE VALUES

At Sound Starts, these core values guide our decisions and service delivery. Our team members exemplify these core values in all aspects of their life and work.

### **\*Taking Ownership\***

We have initiative, drive, and follow through. No hand holding. Each team member contributes to the overall vision and growth of our company. We surpass expectations by going the extra mile for our team and company.

### **\*Experiencing Growth\***

Our team is open to new experiences and being stretched in their skillset. We are always improving skills. We experience growth in our roles, in the clients we serve, and of the business itself.

### **\*Supporting our Community\***

We approach our work and relationships with collaboration, caring, understanding, and patience. Sound Starts is a place for community and excellent communication with team and clients.

### **\*Embracing Positivity\***

We have fun with our clients and our team! We acknowledge and process difficulties but also reframe to learn from those experiences. "The perfect circle" story – if you have the opportunity, ask to hear this story.



## WORK WITH AMAZING PEOPLE

As the education director, you will work daily with a team of creative, smart, funny, and committed music therapists and music therapy students. You will work closely with the leadership team composed of the CEO, Mary Altom, you - Education Director, Community Clinical Director, and Center Clinical Director. At Sound Starts we are known for our persistent drive to grow music therapy in the community. We are also known for having FUN and celebrating our team members!

## WE WANT TO MEET YOU BECAUSE YOU ARE

***You get it. You want it. And you have the capacity to fulfill this role.*** You are a music therapist who has a deep seated desire to expand music therapy by training the future generation of music therapists.

## THE ROLE

### CLINICAL

- Maintain clinical caseload - 16-18 direct service hours
- Provide high quality services to all clients
- Supervise clinical sessions with interns 1-2 days per week.

### INTERN TRAINING

- Be available at a center to complete all internship related tasks.
- Collect internship applicant information
- Conduct interviews
- Notify applicants
- Distribute pre-internship assignments & expectations
- Orientation
- Establish intern schedules
- Communicate frequently, problem solve, distribute information, oversee intern progress/goals
- 1:1 weekly supervision meetings
- Conduct or coordinate monthly intern training sessions
- Oversee completion of internship assignments such as special projects, case studies, observations, presentations
- Comply with National Roster standards
- Complete required intern evaluations



#### PRACTICUM/OBSERVERS

- Serve as the primary university contact for practicum placement
- Assign students to team members
- Oversee practicum process
- Respond and coordinate requests for outside observation and interviews

#### MARKETING

- When possible attend internship fair at the regional level conference

#### GROWTH

- Expand internship program alongside the leadership team/company vision
- Train and prepare team members for intern supervision
- Develop/Revise as needed all intern related SOPs
- Regularly engage in conversations with the CEO regarding goals
- Create plans to meet established goals.
- Decide how to approach tasks and develop plans to accomplish them

#### A TYPICAL DAY MAY LOOK LIKE

On a typical day you will fulfill music therapy services to your clients. You will spend time on internship tasks described above. You will be on-site at our center to provide supervision and assistance to the interns as needed. You will conduct 1:1 meetings with the interns and address needs as they arise.

#### EXPERIENCE WITH THESE TOOLS

- Trello
- My Music Staff
- Google Suite

#### QUALIFICATIONS

- MT-BC
- 2+ years clinical experience

#### AMTA 1.0 REQUIREMENTS (for national roster internship)

- 1.1.4 Has one year of experience working in the internship setting
- 1.1.5 Pursues continuing education relevant to his/her clinical and supervisory responsibilities



1.1.6 Demonstrates the following: all entry-level competencies, effectiveness as a music therapy clinician in at least one area of practice, general understanding of the supervisory needs of internship students and entry level skills in supervision

1.2.1 Currently a professional member of AMTA with the exception of graduate student members of AMTA meeting all other requirements.

1.2.2 Employed/self-employed in one or more settings for a minimum of 20 hours per week

1.2.3 Completion of one 5 hour CMTE workshop on Music Therapy Intern supervision or other documented supervision training.

#### WHAT YOU CAN EXPECT FROM US

Sound Starts will provide you with ongoing support. Sound Starts is a place where your contributions, opinions, and ideas are valued. You can expect to be a fully participating member of the team and part of a vision to not only grow the company but to grow music therapy in the DFW area and eventually beyond.

#### HOW TO APPLY

Send letter of intent ,resume, references, and musical demonstrations to [mary@soundstartsmusic.com](mailto:mary@soundstartsmusic.com) with subject line: I am ready to lead at Sound Starts!