

Howell Mountain Elementary School District

JOB DESCRIPTION



ELEMENTARY MUSIC TEACHER

New Tech Network School
(Certificated Service)

Position Summary:

The Elementary Music Teacher is responsible for teaching music education to pupils in grades K-8, and assists the staff of the school in the improvement and appreciation of music instruction. Helps pupils grow in their enjoyment, appreciation, and performance of music through a variety of planned music experiences which include singing, moving to music, playing of instruments and listening and performs other duties directly related to this job description.

Essential Functions:

- Teaches skills in music understanding/appreciation, harmony, explorations in music and choral music to elementary pupils.
- Plans/executes a balanced music program and organizes class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
- Provides individual and small group instruction in order to adapt the music curriculum to the needs of each pupil. Encourages students to develop individual musical skills to the greatest extent possible.
- Utilizes repertoire of all types of music literature, including traditional and contemporary that are appropriate for the ages and skill levels of pupils.
- Maintains care/responsibility for school-owned music, musical instruments and equipment to prevent loss or abuse.
- Makes minor adjustments and requests repairs to instruments as required.
- Evaluates each pupil's musical growth, performance, and musical understanding.
- Assesses each individual's contribution to the performance of the group.
- Additional Related Duties/Responsibilities:
- Selects appropriate music, books and instructional aides to enhance learning and requisitions musical instruments and instructional supplies as necessary.
- Cooperation with Building Principal and staff in providing musical programs for school assemblies, open house, parent meetings and seasonal programs.
- Communicates with parents and school staff on individual student's progress.

Education and Experience:

Knowledge of:

- General needs and behavior of elementary school children, including an understanding of appropriate behavior management techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- General purposes and goals of public education.
- Current best teaching practices
- Methods for effective cooperation with all stake holders, including interpersonal skills using tact, patience, and courtesy.
- Basic First Aid
- Familiar with the stages of child development

(OVER)

Ability to:

- Be a positive innovator with the ability to evolve the elementary program
- Establish and maintain effective relationships with children, parents, and school staff; communicate constructively.
- Be dependable and punctual.
- Demonstrate an understanding, patient, friendly, and receptive attitude toward students.
- Remain calm under stressful conditions.
- Write clear and concise reports
- Understand and follow oral and written instructions.
- Demonstrate proficiency in English, both orally and in writing; print and write legibly.
- Apply common sense understanding in carrying out instructions furnished in written, oral or diagram form; deal with problems using good judgment.
- Maintain cooperative working relationships with students, parents and the general public.

Skills and Qualifications:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.
- Must possess a Bachelor's or Master's degree in education or a related field.
- CLAD certification or equivalent is required.
- Must possess ability to communicate effectively verbally and in writing.
- Must possess the ability to establish and maintain effective working relationships with students, staff, parents, and the public.

Licenses and other requirements:

- Red Cross First Aid certificate, including CPR training is desirable.
- Attendance at District established training sessions is required.

Physical Requirements:

- Visual ability to monitor student behavior during classroom activities
- Hearing and speaking to exchange information related to classroom assignments
- Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone.

Work Environment:

Environment:

- Indoor and outdoor work environment.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision:

The Certificated Service is supervised by the site administrator.

Salary:

Certificated salary schedules are negotiated by the collective bargaining units.

BOARD APPROVED: June 4, 2014