

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: K-12 Vocal Music Teacher

BASIC FUNCTION:

Under the direction of the Middle or High School Principal, plan, implement, monitor, assess, and teach vocal music to pupils and assist in other school programs as assigned. Perform other related duties as assigned.

ESSENTIAL DUTIES:

- Teach knowledge and skills associated with vocal ensemble music, as well as general understanding of music appreciation, music harmony and explorations in music
- Utilize California State Standards in music and District-adopted course of study guidelines in developing and implementing curriculum for individual courses in music
- Plan, implement, monitor, and assess an instructional program that is consistent with District and Board goals and philosophies, local site goals, and specific objectives based on assessment of student needs
- Instruct pupils in citizenship, basic communication skills, and other general elements of the course of study common to all teachers, as specified in state law and administrative regulations and procedures of the school district
- Plan a balanced music program and organize class time so that preparation, rehearsal, and instruction can be accomplished within the allotted time
- Provide individual or small-group instruction in order to adapt the curriculum to the needs of each pupil. Encourage pupils to develop individual musical skills to the greatest extent possible
- Utilize repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of pupils.
- Establish and maintain standards of pupil behavior needed to provide an orderly production environment during individual practice, group rehearsals, and musical performances
- Evaluate each pupil's musical growth and performance, assessing each individual's contribution to the performance group
- Plan rehearsals and direct pupils in musical programs for school and community. Apply knowledge of district procedures and limitations set on performances.
- Maintain professional competence through participation in education workshops and clinics provided by the district and/or in self-selected professional growth activities related to music
- Select appropriate music, books, and instructional aids to enhance learning. Requisition books, music, uniforms, and instruments and maintain required inventory
- Provide opportunities for beginning and advanced pupils to participate in musical programs and productions

- Plan performances with aspects of music and performance skills necessary for a performance/chorus
- Identify pupil needs and cooperate with other professional staff members in assessing and helping students solve health, attitude, and learning problems
- Cooperate with school administration in providing musical programs for school productions, school activities, and civic functions
- Share in the sponsorship of student activities and participate in faculty committees
- Communicate with parents to discuss student needs and progress
- Supervise pupils in out-of-classroom activities during the assigned work day
- Work collaboratively with the Elementary Music Paraeducator to create developmentally appropriate K-5 vocal music curriculum
- Provide guidance to the Elementary Music Paraeducator on current best instructional practices and pedagogy
- Co-teach with the Elementary Music Paraeducator providing whole and small group instruction
- Co-teach and co-plan for K-12 musical theatre programming
- Assist with the coordination of District-wide music efforts as requested

OTHER REPRESENTATIVE DUTIES:

- Participates in job related or District trainings as required

QUALIFICATIONS:

Knowledge of:

- Principles, theories, practices, methods, and techniques used in curriculum development and classroom instruction for an effective vocal music program
- Classroom procedures which promote appropriate student conduct and motivation for student learning
- Child guidance principles and practices
- Principles of training and providing work direction
- Interpersonal skills using tact, patience, and courtesy
- Applicable sections of the State Education Code and other applicable laws
- Fine arts groups and organizations within the local community and the greater metropolitan area
- Current trends and research concerning the growth and development of children

Ability to:

- Adapt plans to meet different needs, learning rates, and instructional levels of pupils
- Create an instructional program and a class environment favorable to learning and personal growth
- Establish effective rapport with pupils
- Motivate pupils to develop skills, attitudes, and knowledge needed to provide a good foundation for vocal education, in accordance with each pupil's ability

- Monitor children in classrooms
- Display the use of good judgment in making decisions
- Maintain professional relationships with pupils, parents, colleagues, community groups, and supervising staff members
- Communicate effectively both orally and in writing
- Maintain acceptable standards of physical health, energy, and emotional adjustment to the job environment
- Provide specialized resource support and coordination of a creative and innovative vocal music instruction program

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat, professional, and polished appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills and continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy/responsibility
- Commitment to high standards
- High intrinsic motivation

MINIMUM QUALIFICATIONS:

Education:

Possession of an earned baccalaureate or higher degree from an accredited college or university in music and fine arts education or closely related area

Credential:

Possession of a valid California teaching credential that authorizes music instruction and an English Language Learners authorization

WORKING CONDITIONS:

Environment:

- Indoor classroom and theatre environment
- Moderate noise level
- Frequent drives between District sites

Physical Environment:

- Ability to sit or stand for extended periods of time
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.

- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, computer, and other technological equipment

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to work on multiple, complex tasks simultaneously to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student behavior
- Ability to learn the procedures, function and limitations of assigned duties