GENERAL PURPOSE

Under the direction of an assigned administrator, plan, implement, monitor, assess, and teach vocal and/or instrumental music to pupils and assist in other school programs as assigned. Perform other related duties as assigned.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that might be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Teach knowledge and skills associated with vocal/instrumental (band, orchestra, instrumental ensemble) music, as well as general understanding of music appreciation, music harmony and explorations in music.

2. Utilize California State Standards in music and district adopted course of study guidelines in developing and implementing curriculum for individual courses in music.

3. 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.

4. 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.

5. Plan a balanced music program and organize class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.

6. 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.
7. Utilize repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of pupils.

8. Teach knowledge and skills associated with State standards and expectations for vocal music, music theory and/or music appreciation.

9. Maintain surveillance over school-owned music, musical instruments and equipment in order to prevent loss or abuse. Make minor adjustments and request repairs to instruments as required.

10. Establish and maintain standards of pupil behavior needed to provide an orderly production environment during individual practice, group rehearsals and musical performances.

11. Evaluate each pupil’s musical growth and performance, assessing each individual’s contribution to the performance group.

12. Plan rehearsals and direct pupils in musical programs for school and community. Apply knowledge of district procedures and limitations set on performances.

13. 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.

14. Provide opportunities for beginning and advanced pupils to participate in musical programs and productions.

15. Plan performances with aspects of music and performance skills necessary for a performance/chorus.

16. Select appropriate music, books and instructional aides to enhance learning. Requisition books, music, uniforms, instruments and maintain required inventory.

17. Communicate with parents and school counselors on the individual pupil’s progress.

18. Identify pupil needs and cooperate with other professional staff members in assessing and helping students solve health, attitude and learning problems.

19. Cooperate with school administration in providing musical programs for school productions, graduation ceremonies and civic functions.

20. Share in the sponsorship of student activities and participate in faculty committees.

21. Communicate with parents to discuss student needs and progress.

22. Supervise pupils in out-of-classroom activities during the assigned work day.

23. Assist with the coordination of District-wide music efforts as requested.
QUALIFICATIONS GUIDELINES

Knowledge of:

Principles, theories, practices, methods and techniques used in curriculum development and classroom instruction; 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; research methods and report writing techniques; first aid and CPR; 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 elementary 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 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; exchange information and make presentations; bend at the waist, kneel or crouch to assist children; stand for extended periods of time.

Education/Training/Experience:

The minimum requirement for this position is a bachelor's degree; a major or minor in Music Instruction is desirable. A Master’s or other advanced degree, and in-depth training in one or more areas of the elementary school curriculum are desirable. Successful full-time elementary teaching experience is preferred, including experience in school and community leadership roles which required public speaking, organization of tasks/projects and involvement in community collaborations.

Licenses/Certificates/Special Requirements:

Valid California teaching credential that authorizes music instruction and an English Language Learners authorization or equivalent. Compliance with No Child Left Behind (NCLB). Appearance, grooming and personality which establish a desirable example for parents, staff and students. Valid California driver's license. Hold and maintain CPR certification and first aid certification.
PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this position, the employee is required to constantly sit for periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment including technology; and reach with hands and arms. The employee is frequently required to stand and walk, bend and stoop, and to grasp, lift and move records, documents, and equipment typically weighing less than 50 pounds. Specific vision abilities required by this job include close vision; the ability to adjust focus and read printed matter with or without vision aids.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District and program personnel, students, school administrators, managers, staff, vendors, the public, and others encountered in the course of work.

WORK ENVIRONMENT

The employee may work under typical classroom conditions, and the noise level is usually moderately quiet. The employee will work under classroom environment and other areas during training, observances, and visitations, where the employee may be exposed to seasonal climate and elements and classroom noise. The employee frequently drives to District sites, training facilities, community meetings and other locations as needed.

Board Approved: 6/9/2014