

MILPITAS UNIFIED SCHOOL DISTRICT

SPECIALIST - MUSIC TEACHER

DEPARTMENT: Educational Services **REPORTS TO:** Director, Educational Services

APPROVED: **SALARY SCHEDULE:** Certificated Teachers

BASIC FUNCTION:

To coordinate the work of the music teachers within his/her department and make periodic reports to the Department of Educational Services with regards to the activities, progress and goals of the program.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: *Other duties may be assigned.*

Responsible for the provision of instruments, music supplies and related equipment.

Recommend budget expenditures for the department.

Responsible for inventory at all levels.

Responsible for expenditures with regard to maintenance and repair of all music equipment in the district.

Responsible for the instructional programs of the district relating to music.

Assists in developing a fine arts program that functions within the framework of the district's philosophies, goals and objectives.

Participate cooperatively with school principals with regards to programs, instruction schedules, storage, and work facilities.

Serves as a consultant to principals relating to classroom music and equipment.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENTRANCE QUALIFICATIONS:

Elementary or secondary teaching credential with appropriate degree and a minimum of five (5) years teaching experience.

ABILITIES:**ABILITY TO:**

Develop needs assessments and individual learning plans for music students enrolled in the program.
Read and analyze and interpret periodicals, professional journals, technical procedures or governmental regulations.

Write reports, business correspondence and procedure manuals.

Effectively present information and respond to questions from groups of administrators, staff and the general public.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Apply knowledge of current research and theory to music program.

Plan and implement lessons based on district and school objectives and the needs and abilities of students to whom assigned.

Establish and maintain effective relationships with students, peers and parents.

Speak clearly and concisely in oral and written communication.

WORKING CONDITIONS:**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.

School environment. The noise in the work environment is usually loud.

PHYSICAL ABILITIES:

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

While performing the duties of this job, the employee will occasionally sit and frequently walk and stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to transport between buildings is required.

CREDENTIALS, LICENSES, REGISTRATION:

A valid California teaching credential in music and a minimum of five (5) years teaching experience.
A valid California driver=s license.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.