

NORTHWESTERN CUSD #2 JOB DESCRIPTION

Position Title: Music Teacher K-12
Location: Elementary and Jr./Sr. High School
Reports to: Elementary and Jr./Sr. High School
FLSA Class: Exempt
Effective Date: April 17, 2013

SUMMARY

This position provides instruction to students and performs a wide variety of tasks with curriculum planning, supervision, presenting and reinforcing learning concepts, and teaching children in a classroom setting.

DUTIES

1. Develops and teaches District's approved music curriculum.
2. Plans a program of study, employing a variety of instructional techniques and instructional media that meets the individual needs, interests, and abilities of the students.
3. Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
4. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
5. Assists the administration in implementing all policies and rules.
6. Encourages students to set and maintain standards of classroom behavior.
7. Guides the learning process toward the achievement of curriculum goals and, establishes clear objectives for all lessons, units, projects to communicate these objectives to students.
8. Evaluates academic and social growth of students, keeps appropriate records.
9. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
10. Remain available to students and parents for education-related purposes outside the instructional day, such as parent teacher conferences.
11. Keeps inventory of school owned musical instruments, and keeps them in good working order.
12. Plan, schedule and present two performances per year (Christmas and Spring).
13. Schedules private band lessons by working with 4-6 teacher schedules.
14. Schedules general music and band rehearsals, and instructs those classes at the designated times.
15. Hold a beginner band night the first week of school for 4th grade students to select their instruments.
16. Monitor student progress through practice logs and playing tests.
17. Perform all other duties reasonably related to position as may be assigned by Building Administrator or Superintendent.

QUALIFICATIONS

1. Standard Elementary Teaching License with an endorsement in Music as required by the State.
2. Must be familiar with the use of computers including but not limited to electronic mail, the Internet, word processing, and electronic spreadsheets (Microsoft Office).
3. Establish and maintain effective and courteous working relationships with those contacted in the course of work (students, parents, and staff).
4. Ability to understand and follow basic oral and written instructions.
5. Ability to communicate to students, parents and staff in an acceptable/courteous manner.
6. Ability to play all band instruments at a minimum of an intermediate level.
7. Able to play the piano or the guitar for general music courses.

SCHEDULING

The schedule is subject to change with district demands in compliance with the applicable collective bargaining agreement.