

**Pleasant Hill School District  
Job Description**

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**Job Title:** Teacher – Choral and Vocal Music – K-12  
**Reports To:** Principal  
**FLSA Status:** Exempt

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**JOB SUMMARY**

This position is responsible for providing music education services to a variety of students in grades K-12. The teacher instructs students, maintains student discipline, and is responsible for student academic achievement.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Plans a program of study in music education that meets the individual needs, interests, and abilities of students and meets the requirements of District curriculum and state standards.
3. Develops and maintains a classroom environment conducive to effective learning within the limits of the resources provided by the District.
4. Utilizes a variety of instructional techniques and instructional media, consistent with the needs and capabilities of the individuals or student groups involved.
5. Makes learning visible through effective student engagement.
6. Integrates technology to support effective instruction, student learning, and classroom management.
7. Reflects on daily instruction and utilizes research-based best practices to modify practices for greater student outcomes and effective classroom management.
8. Assists in the selection of sheet music, equipment, and other instructional materials.
9. Instructs students on vocal and choral skills, musical notation, ensemble development, musical genres and repertoire.
10. Coordinates and directs all rehearsals.
11. Coordinates students' solo and group performances outside school hours with students for festivals, fundraisers, other Districts, community events, and competitions.
12. Conducts music in concerts and performances.
13. Coordinates student transportation and rides on the bus with students to and from music performances/events.
14. Communicates with students, parents, and staff regarding scheduled rehearsals, performances, students' requirements for events, and transportation information.
15. Responds to inquiries from students, parents, staff, and community members regarding all facets of music program and events.
16. Tracks student performance attire, purchasing, musical instruments, sound equipment, and lighting for performances.
17. Supervises student musicians off campus during performances.
18. Assigns relevant homework or rehearsal schedules.
19. Utilizes formative and summative assessments to measure the accomplishments of students on a regular basis and maintains such records as required by the District.
20. Prepares report cards and progress reports.
21. Facilitates conferences with students, parents, and other staff members.
22. Adheres to District policies on the collection of money from student fund raisers.
23. Attends music educator meetings.
24. Takes all responsible precautions to provide for the health and safety of the students and to protect equipment, materials, and facilities.
25. Cooperates with other members of the staff in planning instructional goals, objectives, curriculum, and instructional methods.
26. Assists the administration in implementing policies and rules governing student activities and conduct.
27. Maintains appropriate certifications and training hours as required.
28. Adheres to all standards established by Teachers Standards and Practices Commission for Competent and Ethical Educators.
29. Complies with applicable District, state, local, and federal laws, rules, and regulations.
30. Attends work regularly and is punctual.

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## MARGINAL DUTIES AND RESPONSIBILITIES

*Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Attends in-service trainings.
2. Attends staff meetings.
3. Substitutes for other teachers, as necessary.
4. Reports issues to authorities as necessary, animal control, suspicious activity, etc.

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## SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

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## QUALIFICATIONS

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.

- **Education and/or Experience:** Bachelor's degree (B.A. or B.S.) from four-year college or university required, Master's degree (M.A. or M.S.) strongly preferred. Prior successful experience teaching music to young and adolescent students or in performance arts in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Demonstrated ability to successfully work with and teach adolescent students.
- **Language Skills:** Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, staff, and community members. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as safety rules, IEPs, operating and maintenance instructions, procedure manuals, and governmental regulations. Ability to write routine reports and correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to interpret an extensive variety of technical instructions in musical form and deal with several abstract and concrete variables.
- **Computer Skills:** General knowledge of computer usage and ability to use e-mail, internet software, word processing software, and other software programs as determined by the District. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions. Ability to read music, understand and demonstrate rhythmic structure, vocal technique, and music theory.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid teacher's license and music endorsement(s) through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid Card, Oregon Driver License.

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## PHYSICAL DEMANDS

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 is required to talk and hear. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal and to conduct music. The employee is occasionally required to stoop, kneel, or crouch. The employee must

regularly lift and/or move up to 10 pounds and occasionally move props and music equipment up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and peripheral vision.

### **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.

The work environment is a standard music classroom and stage setting. The noise level in the work environment is usually moderate, but occasionally high depending upon student population and activities. The employee may be exposed to wet or humid, outdoor conditions, and heat from stage lighting. The employee may be exposed to bloodborne pathogens.

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### **OTHER**

**Note:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: OSBA

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