



**David Douglas School District #40  
Licensed Job Description**

**JOB TITLE:** Music Specialist – Elementary School

**Job Purpose Statement/s:** The position of Music Specialist – Elementary School is for the purpose/s of providing and maintaining instruction in music in a way that effectively augments and supports the instructional program.

**Essential Job Functions:**

- **Instruct** elementary school students in music skills as identified by district music outcomes, including vocal, rhythm, and when appropriate, instrumental.
- **Maintain** proper accounting and record keeping systems for music materials and equipment including, distribution, retrieval, collection evaluation and inventory.
- **Preview, select, order and process**, new materials and equipment for the music program.
- **Collaborate** with the principal in the preparation of building music budget.
- **Plan** and **supervise** purposeful assignments for students in the music classroom.
- **Maintain** order and appropriate conduct among students.
- **Become** familiar with and uphold the enforcement of school rules, district media procedures, Administrative Regulations and Board Policies.
- **Collaborate** with school personnel, parents and various community agencies for the purpose of improving the quality of the music program.
- **Demonstrate** methods required to perform assignments for the purpose of modeling the skills necessary to perform the tasks safely and/or accurately.
- **Support** classroom teachers and other school personnel for the purpose of assisting them with implementing classroom goals and individual student plans.
- **Become** familiar with and uphold the enforcement of school rules, Administrative Regulations and Board Policy.
- **Demonstrate** a professional and positive attitude when carrying out responsibilities as a faculty member.
- **Schedule, plan, and perform** school/community music concerts.
- **Attend** staff meetings as well as serve on staff and district committees as requested.
- **Meet** the state standards for competent and ethical performance.

**Other Job Functions:**

- **Assist** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Participate** in various meetings (e.g. parent conferences, in-service training, site meetings, etc.) for the purpose of receiving and/or providing information.

**Job Requirements – Qualifications:**

- ♦ **Experience Preferred:** Prior job related experience.
- ♦ **Skills, Knowledge and/or Abilities Required:**

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*Skills* in planning, developing, and implementing appropriate instructional programs that support and complement district curriculum and assisting students in realizing success. Effective communication skills with students, parents and other school personnel.

*Knowledge* of instructional theory, best practices in music, music curriculum and techniques, state education code and district policies.

*Abilities* to stand and walk for prolonged periods, perform a variety of specialized and responsible tasks, maintain records, establish and maintain cooperative working relationships with students, parent, other school personnel, meet schedule and deadlines. Significant physical abilities include lifting/carrying/reaching/handling, talking/hearing conversations, near/far visual acuity/depth perception and accommodation field of vision.

**Education Required:** Bachelor's Degree. Music Endorsement required or be eligible to obtain.

**Licenses, Bonding and/or Testing Required:** Appropriate Teacher Standards and Practices Commission license, Criminal Justice fingerprint clearance, and valid driver's license and evidence of insurability.

Multi-Cultural preferred.

Bi-Lingual candidate preferred.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

**Other:** First aid card and cardiopulmonary resuscitation certificate.

**Terms of Employment:** Salary and work year according to the current contract and school calendar.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Licensed Staff Personnel.

### **David Douglas School District Drug Testing and Criminal Background check**

Per district policy all offers of employment shall be contingent upon the successful passing of a district required drug test and criminal background check. David Douglas School District's Human Resources will designate where and when the testing will be conducted. The offer of employment will be withdrawn from candidates who test positive for drugs.