

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

Job Title:	Teacher, Music, Middle/Junior	Job Code: 51035
Job Classification:	07 Regular Classroom Teachers	EEO Line: 28
Job Class Category:	A Instructional Personnel	Job Description Supplement Code: 10
Reports to:	Principal	Salary Locator: Instructional Schedule

SUMMARY:

To develop in each pupil an appreciation of the art of music as part of general culture; to teach techniques of vocal and/or instrumental music expression; to discover and develop talents of pupils in the field of music; to develop knowledge and skills in listening to and reading music.

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution with a major or minor in Music
- (2) Valid State of Florida Educator's Certificate or Statement of Eligibility
- (3) Satisfactory criminal background check
- (4) ESOL Endorsement/Certification preferred
- (5) Ability to play at least one standard instrument (if instrumental teacher) or ability to sing (if choral teacher)

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to utilize technology in facilitating instruction
- (4) Ability to teach skills in music appreciation, harmony, and explorations in music and in instrumental music (band, orchestra, instrumental ensemble) and/or choral music (chorus, choir, choral ensemble) to pupils
- (5) Ability to plan a balanced music program, and organize daily class time so that preparation, rehearsal and instruction can be accomplished within the allotted time
- (6) Knowledge of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of pupils
- (7) Ability to control the storage and use of school-owned property; making minor adjustments and requests repairs to instruments as required
- (8) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (9) Ability to utilize in-class assessments to shape lessons and drive instruction
- (10) Ability to enforce 100% engagement in a classroom of scholars at all times and utilize behavior management strategies to set and maintain clear expectations in your art studio
- (11) Proven record of achievement as evidenced by student work, learning and data
- (12) Ability to student curriculum and Common Core Standards for grade levels taught and do the intellectual work needed to deliver instruction at a high level.
- (13) Ability to adjust tasks and schedule to changed priorities

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (2) Creates a classroom environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students
- (3) Establish high standards and expectations for all students to accept responsibility for behavior.
- (4) Establish and maintain standards of pupil behavior to provide an orderly, productive environment during practice, group rehearsals, and music performances.

- (5) Keep accurate records of student attendance and behavior, including any tardiness, and submit to the administration in a timely fashion.
- (6) Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
- (7) Establish a professional rapport with students that earns their respect.
- (8) Evaluates each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group
- (9) Plans, rehearses, and directs pupils in musical programs for school and community.
- (10) Cooperates with school administration in providing musical programs for school productions, graduation ceremonies, and civic functions
- (11) Applies knowledge of national, state and district procedures and limitations set on performances
- (12) Selects and requisitions books, musical instruments, and instructional aids; maintains required inventory records.
- (13) Evaluate each student's performance and growth in knowledge and aesthetic understandings, and prepare progress reports
- (14) Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
- (15) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate attendance records.
- (16) Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (17) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (18) Attend required staff meetings and serve, as appropriate, on staff committees.
- (19) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (20) Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- (21) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (22) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law
- (23) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (24) Communicate with parents and school counselors on pupil progress
- (25) Perform any other duties as assigned by Principal(s)

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

February 2004
Amended: May 20, 2014