



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Support Staff – Music Department Teaching Assistant – Middle School - Part time – 15 hours a week

June 19, 2018

Job Summary:

Under the direction of the administrator, the teaching assistant will provide support to middle school students and the Band Director in the areas of instruction, supervision and clerical (including inventory and instrument maintenance).

Qualifications:

Required:

- A. Currently hold or be in the process of attaining a Music Education, Music Performance or Music Therapy degree or have previous experience as an instrumental music teacher or tutor
- B. Must possess excellent written and verbal communication skills and proven organizational skills
- C. Demonstrated success as a collaborator and proven team player
- D. Demonstrated successful communication skills with students, staff, parent and community
- E. Successful experience demonstrating instruction of students at various levels of development

Desired Characteristics:

- A. Previous experience working with music students or a band program
- B. Previous experience working with middle school students
- C. Experience using technology as an instructional tool in the classroom

Duties:

- A. Assist students in large group and individually
- B. Assist in leading small groups and sectional rehearsals
- C. Attend various concerts, public performances and school band activities including competitions/festivals.
- D. Assist at all school band activities and performances during the school year
- E. Work independently and cooperatively with administrators and teachers
- F. Provides individual assistance with assignments
- G. Ability to plan and organize; good work habits
- H. Willing to attend conferences and participate in professional development
- I. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

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.

Application Deadline: Until filled

Start Date: July 2018

Salary: \$12.50 per hour

Apply To: Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Tonya Kammeraad, Human Resources, tkammeraad@gulllakecs.org