

ST. HELENS SCHOOL DISTRICT #502
POSITION DESCRIPTION
TEACHER - MUSIC

Division: Instruction
Department: School Building
Immediate Supervisor: Building Principal
Prepared by: Personnel

Date: February, 2004

SUMMARY: The Music Teacher promotes and develops successful learning for students in K-12 Music classes. The teacher also performs instructional and related duties as they pertain to the state and district standards in music education. The Music Teacher must perform duties in accordance with District policies and terms of the teacher contract. The teacher also maintains a cooperative attitude with staff, parents and students.

QUALIFICATIONS:

1. A minimum of a Bachelor's degree in Music Education from an accredited institution.
2. Holds an appropriate license from the Teacher Standards and Practices Commission in the State of Oregon.
3. Demonstrates a very good command of oral and written English language.
4. Possesses the musical skills and knowledge to teach the required curriculum.

SUPERVISORY RESPONSIBILITIES:

Students

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. The competent teacher will:
1. Have a thorough understanding of the requirements related to state and district standards in music education.
 - 1.1 Be capable of developing course goals related to state and district standards in music education.
 - 1.2 Use techniques and introduce appropriate methods of teaching that enable all students to meet the state and district benchmarks for music education.
 2. Provide a variety of classroom techniques and methods.
 - 2.1 Promote high levels of achievement in relation to individual student ability.
 - 2.2 Use techniques and methodologies appropriate to student ability.
 - 2.3 use adopted district curriculum and appropriate supplementary materials.
 3. Demonstrate knowledge of and ability to use research-based principles of effective instruction.
 - 3.1 Organize instruction using learning objectives with clearly defined student outcomes.
 - 3.2 Employ teaching strategies congruent with planned student outcomes.
 - 3.3 Monitor student learning and pace instruction accordingly.
 4. Develop and maintain an environment conducive to effective student learning.
 - 4.1 Develop written rules of classroom behavior and communicate those rules to all students.
 - 4.2 Enforce written rules for classroom behavior.
 - 4.3 Communicate course goals and academic expectations to students and parents.
 - 4.4 Provide for the health and safety of students in all instructional settings.
 5. Prepare effectively for class.
 - 5.1 Prepare daily lesson plans.
 - 5.2 Provide instruction predicated on course goals and objectives.
 6. Develop and communicate appropriate grading standards to students.
 - 6.1 Establish written grading standards that are clear and incorporate a variety of graded activities.
 - 6.2 Assure that grading standards are explained and available to

- parents.
- 7. Develop and maintain positive interpersonal relationships
 - 7.1 Model personal behaviors of honesty, fairness, courtesy and consideration.
 - 7.2 Maintain a cooperative relationship with administration, staff, students and parents.
 - 7.3 Share appropriate information with parents and with other staff members.
- 8. Provide documentation of students' progress.
 - 8.1 Provide timely and accurate feedback/documentation to students, parents and appropriate staff members.
 - 8.2 Maintain appropriate records of student performance.
- 9. Build motivation and interest in learning.
 - 9.1 Exhibit personal interest and encourage student interest in the subject area related to music education.
 - 9.2 Maintain a current awareness of activities in music education.
- 10. Maintain an ongoing personal program of professional growth and development.
 - 10.1 Develop and implement annually an approved plan for professional growth and development.
 - 10.2 Identify and request to attend professional workshop activities.
 - 10.3 Participate in District sponsored inservice offerings appropriate to assignment.
- 11. Maintain an attitude of helping in the total school atmosphere.
- 12. Be willing to be involved in student activities of the total school outside of your regular classroom, i.e. assemblies, "informances", concerts, field trips and programs.
- 13. Oversee activities related to musical group performances and trips.
 - 13.1 Meet with parent booster club as needed.
 - 13.2 Plan concert programs, including facilities requests.
 - 13.3 Assure that trips are planned and chaperoned in accordance with District policies.

SALARY: As negotiated in the SHEA agreement.

EVALUATION: In accordance with negotiated SHEA agreement and district policy.

PHYSICAL DEMANDS & WORK ENVIRONMENT WHICH MAY INCLUDE:

1. In an eight-hour day the employee may:
 - a. Stand/walk 3 – 6 hours
 - b. Sit 2 – 4 hours
 - c. Conduct 2 – 4 hours
2. The teacher may occasionally:
 - a. Bend/kneel/squat/reach
 - b. Climb Stairs or ladders
 - c. Use hands for repetitive motions
 - d. Lift and hold items to forty pounds

OTHER: *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. The individuals currently holding this position perform additional duties and additional duties may be assigned.*

I have read and understand the above requirements of this job description.

Employee Signature _____ **Date** _____

Employee Name (Print) _____