

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

West Plains R-VII School District

JOB DESCRIPTION

POSITION TITLE: Music Teacher, K-6
REPORTS TO: Principal
DEPARTMENT:
LAST REVISED: February 7, 2012

PRIMARY DUTY

To provide individuals and groups the fundamental music and performance skills, as well as an appreciation of music through instrumental or vocal instruction. Provides a positive, successful educational experience for students, ensuring that all students acquire the grade level skills set forth by Missouri Department of Education and West Plains R-VII curriculum.

ESSENTIAL JOB FUNCTIONS include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ Evaluates students' interests, aptitudes, temperaments, and individual characteristics to determine suitable instrument for beginning instruction.
- ❖ Instructs students in music theory, harmony, score and sight reading, composition, music appreciation, and provides individual or group vocal and instrumental instruction.
- ❖ Prepares course objectives and outlines for course of study following curriculum guidelines and requirements of State and school.
- ❖ Leads orchestra and choral groups in regular and special performances for school program, community activities, concerts, and festivals.
- ❖ Conducts group rehearsals and instructs and coaches members in their individual parts, fundamentals of musicianship and ensemble performance.
- ❖ Critiques performance to identify errors and reinforce correct techniques.
- ❖ Sings or plays instruments to demonstrate musical scales, tones, and rhythm.
- ❖ Assigns lessons, corrects homework and provides students with positive feedback and constructive criticism on assignments.
- ❖ Administers tests to evaluate student's progress, record results, and issues reports or conducts meetings to inform parents of progress.
- ❖ Establishes and enforces rules for behavior and procedures for maintaining order among the students for whom they are responsible.
- ❖ Maintains discipline in classroom.
- ❖ Keeps attendance records.
- ❖ Recognizes and refers students encountering medical, physical and/or psychological problems to District specialists as required.
- ❖ Establishes and maintains appropriate working relationships by actively communicating with the parents.

SECONDARY JOB FUNCTIONS including the following. Other Duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the secondary job functions.

- ❖ Participates in faculty and professional meetings, educational conferences, mentor program and teacher training workshops.
- ❖ Attends staff meetings and serves on staff committees as required.
- ❖ Plans and supervises purposeful assignments for teacher aide(s) and/or volunteer (s).
- ❖ Orders, stores, and inventories musical instruments, music and supplies.
- ❖ Accompanies students on field trips to musical performances.
- ❖ Contributes to the decisions made by the District and building regarding budget, facilities, curriculum and personnel well-being.
- ❖ Maintains a physically and aesthetically attractive classroom setting and exercises proper care of district equipment.
- ❖ Performs additional tasks and assumes such other responsibilities as assigned by the Principal.

SUPERVISORY RESPONSIBILITIES in accordance with the District's policies and applicable laws.

- ❖ Supervises 2 or more employees (Teacher's Aide and Volunteers as assigned).

EDUCATION and EXPERIENCE an equivalent combination of education, training and experience will be considered.

- ❖ Bachelor's degree (B.A.) from four-year College or University
- ❖ Missouri State Teaching Certificate.

KNOWLEDGE, SKILLS and ABILITIES which may be representative but not all inclusive of those commonly associated with this position.

- ❖ Language Ability: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of students.
- ❖ Math Ability: Basic math skills required.
- ❖ Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.
- ❖ Computer and Equipment Skills: To perform this job successfully, an individual should have knowledge and experience with Word Processing software; Spreadsheet software; Development software and Internet software. Additionally individuals will utilize standard office equipment including photocopiers and telephone systems.
- ❖ Personnel Management: Skilled at developing, motivating, and directing people as they work.

COMPETENCIES to perform the job successfully, an individual should demonstrate the following competencies:

- ❖ Interpersonal - Focuses on solving conflict; maintains confidentiality; remains open to others' ideas and viewpoints.
- ❖ Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- ❖ Development - Assesses own strengths and weaknesses; strives to continuously build knowledge and skills; shares expertise with others.
- ❖ Written Communication - Writes clearly and informatively; able to read and interpret written information.
- ❖ Leadership - Inspires and motivates others to perform well; effectively influences actions and opinions of others; Inspires respect and trust; accepts feedback from others; provides vision and inspiration to students and peers; gives appropriate recognition to others.
- ❖ Ethics - Treats people with respect; works with integrity and ethically; upholds school district values.

- ❖ Adaptability - Adapts to changes in the work environment; changes approach or teaching method to best fit the situation.
- ❖ Attendance/Punctuality - Is consistently at work and on time.
- ❖ Judgment - Exhibits sound and accurate judgment; supports and explains reasoning for decisions.
- ❖ Mental toughness – Maintains composure, keeps emotions in check, controls anger, and avoids aggressive behavior, even in difficult and stressful situations.

WORK ENVIRONMENT environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- ❖ The noise level in the work environment is usually very loud. May be regularly exposed to varying inclement outdoor weather conditions while on recess duty or bus duty.
- ❖ This individual may be exposed to potentially hazardous bodily fluids.

PHYSICAL ABILITIES commonly associated with the performance of the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ❖ The employee must regularly lift and /or move up to 25 pounds.
- ❖ Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance.