

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: Vocal Music Teacher, 7-12
REPORTS TO: Principal
DEPARTMENT:
LAST REVISED: February 7, 2012

PRIMARY DUTY

To provide individuals or groups of students with the fundamental music and performance skills, as well as appreciation of music, through vocal instruction. Provides a positive, successful educational experience for students, ensuring that all students acquire the skills set forth by the National Standards for Arts Education, 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.

- ❖ Instructs students in music theory, harmony, score and sight reading, composition, technique and music appreciation.
- ❖ Provides individual and/or group vocal instruction.
- ❖ Prepares course objectives and outlines for course of musical study following curriculum guidelines and requirements of state and school.
- ❖ Organizes and/or leads choirs, ensembles and solos in regular and special performances for school programs, community activities, concerts, competitions and festivals.
- ❖ Conducts group rehearsals and instructs and coaches members in their individual parts, in fundamentals of musicianship and ensemble performance.
- ❖ Critiques performance to identify errors and reinforce correct techniques.
- ❖ 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.
- ❖ Keeps attendance records.
- ❖ Maintains discipline in classroom.
- ❖ 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 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.
- ❖ Performs related duties such as sponsoring one or more co-curricular activities or student organizations, assisting pupils in selecting course of study and counseling students in adjustment and academic problems.
- ❖ Orders, stores and inventories music books, equipment, supplies and other instructional material.
- ❖ 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 for District equipment.
- ❖ Shares responsibility for supervision of students in all areas of the schools through activities such as monitoring student activity between classes.
- ❖ Performs additional tasks and assumes such other responsibilities as assigned by the Principal.

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

- ❖ Bachelor's degree from four-year College or University
- ❖ Missouri State Teaching Certificate
- ❖ Experience playing a musical instrument preferred

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

- ❖ Fine Arts: Knowledge of the theory and performance techniques required to compose, produce and perform works of music.
- ❖ 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 music software (i.e. Finale, SmartMusic), word processing software; spreadsheet software; development software and the Internet. 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.
- ❖ 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 50 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, push or feel; use repetitive wrist, hand and/or finger movements; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk; sit and stoop, kneel, crouch, or crawl.