



Gull Lake Community Schools  
Richland, Michigan

## JOB POSTING

# Support Staff – Music Department Teaching Assistant – High School - Part time – 20 hours a week

December 11, 2024

### Job Summary:

Under the direction of the administrator, the teaching assistant will provide support to high 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, parents, 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 high school students
- C. Experience using technology as an instructional tool in the classroom

#### Duties:

- A. Assist students in large groups and individually
- B. Assist in leading small groups and sectional rehearsals
- C. Attend various concerts, public performances, and school band activities including competitions/festivals, marching band, and choir
- 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 Americans 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:** ASAP

**Salary:** \$15.00 per hour

**Apply To:** Candidates who are qualified and wish to be considered for this position must submit a Frontline online application at [www.gulllakecs.org](http://www.gulllakecs.org) that includes a letter and resume.

**Questions:** Contact - Sherri Simmons, Human Resources, [ssimmons@gulllakecs.org](mailto:ssimmons@gulllakecs.org)