Jefferson School District
Job Description

Job Title: Teacher – Vocal Music, Secondary
Reports To: Principal
FLSA Status: Licensed
Work Year: 190 Work Days
Date Revised: November 6, 2026

JOB SUMMARY
To instruct classes in vocal music so that students develop individual and group performance skills, an understanding of music, and music reading.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

- Creates and models a respectful learning environment that supports individual and collaborative learning, encourages positive social interaction, and actively engages students in learning.
- Effectively works with and responds to people from diverse cultures or backgrounds.
- Conducts rehearsals and performances demonstrating understanding of differences in style among various types of music.
- Presents performances of high musical quality for the school and community in which groups are well-disciplined and make a good appearance.
- Uses music of high quality in a variety of types and styles.
- Builds and maintains a program that attracts and holds at least enough students to (1) perform the standard literature at the assigned level with a characteristic ensemble sound and balance of parts.
- Identifies, diagnoses, and prescribes remediation for problems in individual and group vocal technique.
- Matches activities and materials to individual and group skills and needs.
- Designs or selects and uses planned sequences of instruction so that students acquire skills in vocal technique and music reading.
- Selects and requisitions required music, equipment, and supplies.
- Maintains accurate, complete and confidential records as required by law, district policy, and administrative regulations.
- Works effectively and collaboratively with diverse student, staff and community populations.
- Establishes and maintains open lines of communication with school staff and with parents/guardians concerning academic and behavioral progress of students.
- Assists school staff and administration in implementing all policies and/or rules governing student conduct, reinforces individual school's plan for positive behavior support, develops reasonable rules for classroom behavior and utilizes effective, proactive behavior management skills in all school settings.
- Assumes responsibility for assigned duties, e.g., lunchroom, hallway, and bus duties.
- Utilizes technology as related to job responsibilities.
- Reflects upon own teaching performance and accepts and implements supervisory feedback to improve skills and services to students.

- Takes primary responsibility for pursuing and evaluating own professional growth.
- Performs other duties as assigned.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may, at times, perform other duties as assigned and are subject to change by the employer as the organizational needs and requirements of the job change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

GENERAL PERFORMANCE REQUIREMENTS

- Performs duties in a courteous and efficient manner that builds the confidence of staff, students and the public in the Jefferson School District and enhances learning.
- Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedule.
- Observes laws, district policies and procedures, and professional standards for this position.
- Works effectively and collaboratively with diverse student, parent, and community populations.
- Carries out work responsibilities with strong organizational skills, effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respects confidential information and the privacy of students, staff, and parents.
- Collects, records, stores, retrieves, assimilates, organizes, and utilizes information and records electronically and traditional methods.
- Develops job skills necessary to meet changes in the position.
- Maintains personal appearance and hygiene appropriate to the position as defined by the district.
- Meets applicable district physical ability/health and safety guidelines for the position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Valid Oregon teacher's license with appropriate music education endorsement and grade level authorization. Must be highly qualified or able to become highly qualified in area assigned.
- Working knowledge of the voice at the assigned level.
- Conduct music accurately and expressively with self-confidence.
- Sing unselfconsciously to illustrate and to demonstrate correct techniques, corrective measures, and musical expressiveness.
- Demonstrate strong personal musicianship.
- Demonstrate effective oral and written communication skills.
- Exhibit professionalism and effective human relations.
- Effectively manage and supervise students and their work.
- Travel among district facilities as needed, and, if driving, the ability to meet district driving standards.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent or prolonged standing, walking, and sitting.
- Crouching to work with younger students.
- Possibly moderate to high noise level.
- Frequent and prolonged talking/listening in conversations/meetings.
- Requires accurate perceiving of sound, near and far vision, depth perception.
- Requires handling and working with a variety of materials and objects.
- Work may occasionally involve lifting/carrying objects weighing 25-50 pounds.
- Work may require lifting or assisting in lifting a student or physically restraining a student from harming self or others.
- Possible exposure to bodily fluids due to student injury or illness.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision are required.
- This position involves working in close proximity to groups of children and adults.
- This position may require traveling to multiple work sites.
- Evening and/or extended work hours are required.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of district policy and the collective bargaining agreement.

I have read and understand this job description. This job description does NOT constitute an employment agreement between the employer and employee. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time it deems advisable.

Signature: _____ **Date:** _____

Equal employment opportunity and treatment shall be practiced by the District regardless of an individual's perceived or actual race, color, national or ethnic origin, religion, sex, sexual orientation, age, marital status, pregnancy, familial status, economic status, veteran's status, genetic information or mental or physical disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of this position.