

**KNAPPA SCHOOL DISTRICT
JOB DESCRIPTIONS**

JOB TITLE/ASSIGNMENT

JOB TITLE: Music Teacher
LOCATION: Knappa School District
REPORTS TO: Principal
FLSA STATUS: Exempt
EMPLOYMENT STATUS: Regular

JOB SUMMARY

Knowledge of the prescribed curriculum especially in the field of music education. Knowledge of child growth and development and especially of characteristics of students/children in the age group assigned. Basic understanding and knowledge of current technology. Ability to use sound equipment. Knowledge of learning styles. Ability to use varied teaching methods. Knowledge of current trends, research and best practices related to education. Knowledge of School Board policies and practices as they relate to teaching. Ability to handle problems, concerns and emotional distress with sensitivity and tact. Ability to communicate orally and in writing with students, parents, and others. Ability to plan, establish priorities and implement activities for maximum effectiveness. Ability to assess levels of student achievement effectively, analyze test results, and prescribe actions for improvement. Ability to work with large groups of students. Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn. Ability to work effectively with peers, administrators and others. Engages with students, enthusiastic and passionate about building a program.

RESPONSIBILITIES/DUTIES

ESSENTIAL JOB FUNCTIONS

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| <p>1. Create or select short- and long-range plans based on district and state curriculum requirements, Oregon State Standards, student profiles and instructional priorities.
Identify specific intended learning outcomes that are challenging, meaningful, and measurable.
Plan and implement a balanced music program to include music appreciation, harmony, theory, choral music, and the historical and cultural aspects of music.
Include musical arrangements which are relevant to student interests.</p> |
| <p>2. Presents lessons and activities, individually and in groups, using a variety of visual and auditory methods and kinetic activities.</p> |
| <p>3. Prepares, administers and grades various formal and informal student assessment tools, assignments and activities. Analyzes results and adjusts learning activities and lesson plans as necessary. Collects, records and maintains required data including attendance and student grades. Prepares report cards and progress reports.</p> |

4. Regularly uses oral, written and electronic communications to students and parents regarding student behavior and student progress towards classroom and district education objectives/goals. Schedules parent conferences as needed or requested.
5. Establishes and maintains classroom rules and standards of student behavior for a safe and productive learning environment. Works with the principal, school staff, and parents regarding individual student behavior and discipline issues.
6. Trains, assigns activities to, and monitors education paraprofessionals (IAs, EAs) regarding classroom academic and behavior goals, daily classroom activities, and specific recordkeeping requirements. Adjusts delegated tasks as necessary.
7. Observes, evaluates and refers students who need additional services and support.
8. Adapts instructional activities and lessons for exceptional learners (TAG), students with varying cultural and social backgrounds and students with student 504 plans, behavior plans and Individualized Education Plans (IEPs).
9. Plan and participate in a variety of public appearances where students can display musical skills and promote their school. Provide opportunities for students to perform throughout the school and community. Provide opportunities for students to showcase talents through a variety of public appearances that may include musicals, choral festivals, school assemblies, and various community performances. Utilize public performance opportunities for students to demonstrate group and individual abilities. Demonstrate knowledge and understanding of subject matter. Communicate high learning expectations for all students. Apply principles of learning and effective teaching in instructional delivery. Use a variety of instructional strategies appropriate for teaching students from diverse backgrounds with different learning styles and special needs and which enhance the application of critical, creative and evaluative thinking capabilities. Use appropriate material, technology, and other resources to help meet learning needs of all students. Provide appropriate instructional modification for students with special needs, including exceptional education students and students who have limited English proficiency.
10. Demonstrate attention to punctuality and regular attendance.

NON-ESSENTIAL JOB FUNCTIONS

1. Operates various office equipment including telephones and photocopy machines.
2. Moves classroom furniture and organizes classroom to enhance student learning.
3. Provides staff development activities at staff in-services.
4. Substitutes for other teachers, as necessary.
5. Encourages parents to volunteer and provides them with constructive tasks and activities.
6. Supervises students on field trips and at various school functions.
7. Reports issues to the principal and other appropriate authorities including safety, sanitary and fire hazards, vandalism, thefts and errant wildlife.

OTHER REQUIREMENTS

1. Consistently follow all applicable federal and state laws and all district policies, work rules and supervisor directions.

2. Observe ergonomics of sedentary office work including placement of computers and monitors, and sitting alignment.
3. Observe proper lifting techniques and other strategies to avoid accidents and personal injury while performing job duties.
4. Perform other duties as assigned.

QUALIFICATIONS

- Bachelor's degree or Master's degree
- Valid Oregon Teacher license with necessary endorsements
- Valid Oregon Teacher License or currently demonstrated activities and approved course-work towards obtaining an Oregon Administrator License.
- Demonstrated knowledge of best instructional and assessment practices necessary to assist students in reaching the content and performance standards as established by state laws and rules and district policies.
- Demonstrated knowledge of effective behavior management methods and ability to apply them effectively in the classroom and other settings.
- Demonstrated skill in effective and appropriate verbal and written communications for a wide variety of recipients in a wide variety of settings.
- Demonstrated ability to effectively present information to respond effectively to questions, in one-on-one and small group settings, to students, staff and parents.
- Demonstrated knowledge and understanding of child and adolescent growth and development and age-appropriate instruction.
- Demonstrated skills and experience reviewing student 504 plans, behavior plans and IEPs.
- Demonstrated skill and ability to perform detailed data collection and recording tasks with attention to detail.
- Demonstrated ability to work collaboratively with a wide variety of people in various settings.
- Demonstrated ability to quickly and effectively solve problems individually and in a group or team setting.
- Demonstrated ability to follow directions and follow through on plans and maintain effective working relationships with teachers, educational assistants, other school district personnel and other district partners.
- Demonstrated ability to write routine reports and correspondence.
- Demonstrated ability to carry out instructions furnished in written, oral, schedule or diagram form.
- Demonstrated knowledge and skills regarding computer literacy including email and internet access/research and Excel, MS Word, PowerPoint and Google accounts.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, stand, sit, use hands and fingers for fine manipulation, handle or feel and reach with hands and arms and move around inside and outside of buildings. The employee is occasionally required to push, pull, bend, stoop, kneel or crouch. The employee must regularly lift and/or move up to **25 pounds**. The employee may occasionally climb stairs or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

WORK ENVIRONMENT

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

The work environment is a standard classroom setting. The noise level in the work environment is usually to moderate, but occasionally high depending upon the location, the student population and current activities. The employee is occasionally exposed to wet or humid conditions and outdoor weather conditions, including seasonal heat and cold. The employee may be exposed to bloodborne pathogens.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED. THE DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL FUNCTION AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE OR GUARRANTEE ANY SPECIFIC TERMS OR CONDITIONS OF EMPLOYMENT.

I have read this job description and understand its requirements.

SIGNATURE _____

DATE _____

Date Elementary Teacher Job Description was established or last revised: _____