

VOCAL MUSIC TEACHER (GRADES K-4)
POSITION DESCRIPTION

Description of Position

The Vocal Music Teacher, under the general supervision of the Principal, provides basic fundamentals of music instruction and choral music; plans holiday programs and special musical presentations.

Classification Certificated Employment

Work Year 187 Days

1. Qualifications

- 1.1 Valid California Teaching Credential; with music major and the authority to teach music.
- 1.2 Previous teaching experience in instrumental music desirable.
- 1.3 Experience in Orff Approach and Kodaly Method of music instruction.
- 1.4 Ability to motivate pupils to develop skills, attitudes, and musical experiences.
- 1.5 Ability to establish effective rapport with pupils and maintain effective working relationships with administrators, teachers, parents, and other staff members.

2. Duties and Responsibilities

- 2.1 Implements the mission, goals, objectives, policies, and course of study of the district as adopted by the Board of Trustees.
- 2.2 Selects and utilizes repertoire of all types of music that are appropriate for age and skill level of pupils.
- 2.3 Plans a balanced music program and organizes class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
- 2.4 Encourages pupils to develop instrumental musical skills to the greatest extent possible.
- 2.5 Uses professionally accepted teaching strategies, techniques and materials to achieve identified lesson objectives.
- 2.6 Plans, rehearses, and directs pupils in musical programs for school and community.
- 2.7 Assists classroom teachers in evaluation of pupils' musical growth and performance; prepares progress reports for students enrolled in choral activities.

- 2.8 Maintains open communication with parents regarding pupils' progress or concerns regarding pupils.
- 2.9 Establishes and maintains standards of pupil behavior needed to achieve an atmosphere in the classroom conducive to learning and an orderly environment during group rehearsals and performance.
- 2.10 Creates, with assistance from pupils, a functional and attractive environment for learning.
- 2.11 Maintains surveillance over school-owned music, instruments and equipment to prevent loss or abuse; makes minor adjustments and requests repairs for instruments as required.
- 2.12 Maintains professional competence through participation in professional growth activities.
- 2.13 Participates in faculty meetings and committee works, as requested.
- 2.14 Keeps current on work email and website communications and technological proficiencies.
- 2.15 Performs other duties as assigned.

3. Organizational Relationship

- 3.1 Supervision/Evaluation – Principal