



PO Box 185 ~ 511 Broadway
Melba, Idaho 83641
phone 208-495-2508 ~ fax 208-495-1142
www.ms136.org

Title: Elementary Music Teacher

Pay Grade: Dependent on Career Ladder Placement

Supervisor: Elementary School Principal

Job Summary:

Melba Elementary seeks an inspiring music teacher who is responsible for teaching music education to students in grades K-6 and assists the staff of the school in the improvement and appreciation of music instruction. Helps students grow in their enjoyment, appreciation, and performance of music through a variety of planned music experiences which include singing, moving to music, playing of instruments and listening and performs other duties directly related to this job description.

Essential Duties and Responsibilities:

Program Planning

1. Teaches general music to K-6th grade.
2. Utilizes repertoire of all types of music literature that are appropriate for the ages and skill levels of students.
3. Provides opportunities for music ensembles including musicals and after school choir.
4. Plans, rehearses, and directs students in two musical programs for school and community (additional performances may be needed throughout the year)
5. Differentiate music curriculum to meet the needs of the individual student and the student body.
6. Plans a balanced music program, and organizes daily class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
7. Establishes and maintains standards of student behavior to provide an orderly, productive environment during class, practice, group rehearsals, and music performances.
8. Evaluates each student's musical growth and contribution to the performance of the group that allows everyone to contribute.
9. Communicates clearly with parents and school faculty/staff on the progress of individual students.
10. Maintains care/responsibility for school-owned music, musical instruments, and equipment to prevent loss or abuse.
11. Cooperation with administration and staff in providing musical programs for school assemblies, open house, parent meetings, grade level graduations, and seasonal programs.
12. Provide reading and math intervention to small groups as needed.

Budget and Inventory

1. Ensure that programs are cost-effective, and funds are managed wisely.
2. Compile budgets and cost estimates based on documented program needs.
3. Coordinate fundraising activities and manage funds.
4. Maintain current inventory of all fixed assets within department.

5. Oversee process of cleaning, repairing, and storing of music equipment.
6. Maintain order of music room.

Instruction

1. Develop and implement plans for music program and show written evidence of preparation as required.
2. Prepare lessons that reflect accommodations for individual student differences.
3. Present subject matter according to guidelines established by the state, board policies, and administrative regulations.
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
5. Conduct ongoing assessments of student achievement through formal and informal testing.
6. Create environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Student Management

1. Apply and enforce student discipline in accordance with the Student Handbook.
2. Accompany and supervise students on all music department trips.
3. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

1. Establish and maintain open communication by conducting conferences with parents, students, administrators, and teachers.
2. Maintain professional relationship with colleagues, students, parents, and community members.

Other

1. Maintain confidentiality.
2. Assist in upholding and enforcing school rules.
3. Maintain accurate and complete records as required by federal and state law, administrative rules, and Board policy.
4. Input data in a timely fashion.
5. Assume responsibility for his or her own continuing professional growth and development by attendance at professional meetings.
6. Adhere to the Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
7. Seek assistance should emergencies arise.
8. Represent the school district in a positive manner.
9. Know and follow school district policy and chain of command.
10. Other duties as assigned.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Outdoor and indoor work; exposure to sun, heat, cold, and inclement weather. Be at work each day on time.

Qualifications:

Education/Certification:

Bachelor’s degree from an accredited college or university
Valid Idaho teaching certificate.

Special Knowledge/Skills:

Knowledge of overall operation of instrumental and vocal music program
Ability to manage budget and personnel.
Knowledge of state and district policies governing music.
Ability to implement policy and procedures
Ability to interpret data
Strong communication, public relations, and interpersonal skills.

Experience:

Three years teaching and directing music preferred.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor _____ Date _____