

WINDBER AREA SCHOOL DISTRICT  
JOB DESCRIPTION

Department: Instruction

Standard Title: Music Teacher

Primary Function:

A Music Teacher will execute all duties required for an effective music program for all assigned children.

Supervision Received:

A Music Teacher is directly responsible to the assigned Principal and/or his/her designee.

Direction Exercised:

A Music Teacher is responsible for the supervision of all assigned students, aides and volunteers.

Essential Duties:

Students:

1. Be responsible for organizing, implementing, and evaluating the appropriate music activities of the students. This includes vocal and instrumental music activities K-12.
2. Be responsible to conduct classes in music education that will afford educational experiences necessary to contribute to the students' academic and personal growth.
3. Communicate with the parents of assigned students regarding the activities and progress of the students in the classroom.

Curriculum:

1. Be responsible for following the Curriculum Guide by providing a wide variety of activities to develop music skills, knowledge, and attitudes in accordance with the students' interest and abilities.
2. Be responsible to assist in the continual review and analysis of the present curriculum and develop long range plans for curriculum development in cooperation with the Department Chairperson and applicable

- administrator(s).
3. Be responsible for integrating music with other curricular areas.
  4. Be responsible for scheduling music performances in cooperation with the applicable administrator(s).

#### Community Relations:

1. Be responsible for organizing and conducting various concerts and performances throughout the district.
2. Be responsible for organizing and conducting other types of performances within or outside the district, such as exchange concerts, festivities, civic and community performances.
3. Be responsible for news releases of music related activities.

#### Secondary Duties:

1. To work with the principal in providing a program of continuous instructional delivery to assigned students.
2. Keep informed of modern educational thought and practices through advanced study, attending conferences, clinics, workshops and seminars; membership in professional organizations and professional readings.
3. Attend and participate in district-sponsored in-service programs.
4. Performs duties with awareness of all LEA requirements and practices.
5. Perform duties as assigned by the Superintendent and/or his/her designee.

#### 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. The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

#### Physical Requirements:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.

4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

Qualifications:

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

1. A Music Teacher shall hold at least a bachelors degree and appropriate certification from an accredited institution.
2. Knowledge of State and Federal regulations relative to elementary and/or secondary instruction.
3. Knowledge of program planning and budgeting.
4. Excellent communication, problem solving and organization skills.

Salary:

The salary shall be in accordance with the schedule established by the Board of Education in the collective bargaining agreement.