



## NOTICE OF VACANCY

Human Resources  
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January 26, 2023

### **CERTIFICATED NOTICE OF VACANCY ELEMENTARY/MIDDLE SCHOOL MUSIC TEACHER 2022-2023 SCHOOL YEAR**

We are now accepting applications for the following certificated teaching position for the 2022-2023 school year.

**POSITION:** Music Teacher (beginning and intermediate band)  
Elementary School and Middle School

**WORK DAYS:** Up to 184 days per year, 1.0 FTE

**SALARY:** Annual entry level salary for certificated teacher placement from \$51,391 to \$84,397 for a full time position; Salary prorated based on date of hire and on prior experience and semester units above Bachelor's degree.  
[2021-2022 Certificated Salary Schedule](#)

**REQUIREMENTS:**

- Valid California teaching credential with an authorization to teach Music in grade K-8 in a departmentalized setting.
- Valid CLAD/BCLAD/EL Authorization
- Valid driver's license authorizing the use of a vehicle in the State of California

**HEALTH BENEFITS:** [Certificated Health Benefit Plans and Rates 2022-2023](#)

#### **PROCEDURE FOR APPLICATIONS:**

All interested applicants may complete an online application via Frontline and include a letter of interest, resume, three (3) current, signed letters of recommendation, and verification of valid credentials/certifications.  
<https://www.applitrack.com/LMUSD/onlineapp/>

**APPLICATION DEADLINE:** **ON OR BEFORE FEBRUARY 2, 2023 4:00 P.M.**

*The provisions of this Notice of Vacancy do not constitute a contract expressed or implied and any of the provisions contained herein may be modified or revoked without notice.*

The Lucia Mar Unified School District Board of Education prohibits discrimination of job applicants on the basis of race, color, national origin, ancestry, religious creed, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, and the actual or perceived sexual orientation.

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REVISED DATE: NOVEMBER 12, 2019  
TITLE: **Music Teacher, Grades 7-12**  
SALARY RANGE: Placement on the District Certificated Salary Schedule is based upon years of full-time credentialed teaching experience and units of college coursework beyond a Bachelor's Degree.  
SCHEDULE: 184 work days according to the District Instructional Calendar  
EXEMPTION STATUS: Exempt - Teaching Professional Employee Exemption – FLSA

**DESCRIPTION:**

The Music Teacher plans, and administers the music instructional program and classroom operation in compliance with guidelines and regulations determined by the administration, Board of Education, state and federal agencies. The teacher will create an environment that encourages learning, motivates students to develop skills, attitudes and knowledge needed to establish and continue a firm foundation to perpetuate the learning experience through the post secondary education and/or career opportunities. The Music Teacher will utilize all the resources available to establish a cooperative relationship with parents, staff members and administrators to support each student's opportunity to learn and grow in educational and life experiences. The position of Music Teacher shall include active participation in the school's operation to support a positive learning environment. This position may be required to work at multiple sites.

**MINIMUM REQUIRED QUALIFICATIONS:**

- Credential: Valid California teaching credential with an authorization to teach Music in grades 7-12 in a departmentalized setting.
- Education: CLAD/BCLAD/EL Authorization (Emergency permits are not accepted).  
A Bachelor's Degree, including all courses and/or exams needed to meet credentialing and subject matter competency.
- Experience: As mandated by the state, and accepted by the school district.
- Personal Qualities: Resourceful, innovative, helpful, diligent, persistent, and a willingness to work with colleagues and students.

**PREFERRED:**

- Additional: Valid California Driver's License.
- Experience: Prior teaching experience.  
Prior experience teaching music education and/or organizing music programs in community programs.

**DUTIES AND RESPONSIBILITIES:**

**A. INSTRUCTIONAL:**

1. Teaches skills in music understanding/appreciation, harmony, explorations in music and choral music to secondary students.
2. Plans/executes a balanced music program and organizes class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
3. Provides individual and small group instruction in order to adapt to the music curriculum to meet the needs of each pupil. Encourages students to develop individual musical skills to the greatest extent possible.
4. Utilizes repertoire of all types of music literature including traditional and contemporary that are appropriate for the ages and skill levels of pupils.
5. Maintains care/responsibility for school-owned music, musical instruments and equipment to prevent loss or abuse. makes minor adjustments and requests repairs to instruments as required.
6. Evaluates each pupil's musical growth, performance, and musical understanding. Assesses each individual's contribution to the performance of the group.
7. Direct secondary instrumental performers, such as marching band, orchestra, concert band, soloists, and ensembles.
8. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in band.
9. Provide for band participation in extracurricular events, including concerts, football games, pep rallies, parades, and other activities.
10. Arrange transportation, lodging, and meals for out-of-town events.
11. Oversee band booster club and support band booster club activities.
12. Ensure that programs are cost-effective and funds are managed wisely. Compile budgets and cost estimates based on documented program needs. Coordinate fundraising activities and manage funds. Maintain a current inventory of all fixed assets within department.

13. Oversee process of cleaning, repairing, and storing all band equipment.
14. Instructs students in citizenship and basic subject matter as specified in state laws, regulations and District policies.
15. Develops clear and appropriate lesson plans and identifies instructional materials.
16. Establishes and maintains standards of behavior in the classroom and throughout the school to achieve a positive and functional learning atmosphere for students
17. Evaluates students' academic and social growth, keeps appropriate records, prepares student progress reports, and provides accurate and constructive feedback to students and parents. (as necessary).
18. Create and maintain an environment that fosters student creativity, critical thinking skills, academic achievement and the development of lifelong skills.
19. Show competence and confidence in working with new technology and various application packages.

## **B. STUDENT MANAGEMENT:**

1. Maximize opportunities for student success by creating positive mentoring and working relationships with students and colleagues.
2. Create a classroom environment reflective of the 21<sup>st</sup> century skills and the various student individual needs.
3. Be a role-model for students regarding life-long learning and professional behavior.
4. Establish and implement a classroom discipline policy to articulate and maintain standards of expected pupil behavior and achieve an effective learning environment in the classroom; maintain a classroom atmosphere conducive to learning.
5. Provide students with additional instruction as required if they need support in academic skill development.

## **C. PROFESSIONAL:**

1. Maintain positive staff relations; Works closely with the site principal to collaboratively lead the school through shared decision-making processes.
2. Cooperates with other professional staff members to identify student needs and develop assessments to solve health, attitude, and learning problems.
3. Participates in faculty committees, meetings and other faculty sponsored programs supporting the educational program.
4. Demonstrates regular and timely attendance.
5. Networking and collegiality, mutual support, and deep individual and collective reflection and expected amongst staff.
6. Promotes a positive image of public education; willingly engages with community and business partners to be incorporated as a resource in curriculum development and student projects.
7. Attend and participate in required in-service activities.
8. Meet deadlines; maintain appropriate records and prepare progress reports as required; follow district promotion policy.
9. Follows District and Schools' policies.

## **ESSENTIAL JOB FUNCTIONS:**

**PHYSICAL:** Employee in this position must have the ability to:

1. Stand and sit for extended periods of time.
2. See and read printed matter with or without vision aids.
3. Hear and understand speech at normal levels and outside.
4. Speak English so that others may understand at normal levels.
5. Stand, walk, stoop, twist, bend over, grasp, reach overhead, push, pull, and move, lift and/or carry 0 to 25 pounds to waist height.
6. Is able to move throughout the building and school grounds as necessary.

**MENTAL:** Employee in this position must have the ability to:

1. Able to concentrate on a single task for up to two (2) hours at a time.
2. Able to learn quickly and adapt to a variety of technology, machinery, instructions, and task methods.
3. Able to meet deadlines in terms of work assignment schedules.
4. Is able to speak and write in a clear, concise manner.

**SOCIAL:** Employee in this position must have the ability to:

1. Interact daily in person with other members of the school staff and possess comfortable interpersonal skills and cooperative attitudes.
2. Because of the time urgent nature of duties and because work product of position is interdependent with that of other staff, consistent attendance is required.
3. Convey an understanding, patient attitude toward other students, parents, staff and members of the community.
4. Maintain the privacy of confidential information including student grades, progress, etc.

*NOTE: This list of essential functions and of physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.*

**Mandatory Child Abuse Reporter:** This position is designated as a Mandated Reporter. The Music Teacher shall report in accordance with California state regulations who observe, have actual knowledge, or reasonably suspect child or elder/dependent abuse or neglect to appropriate agencies.

**CANDIDATE SELECTION:** The Candidate selected for this position will be required to present prior to the first date of employment: 1) A social security card; 2) proof of tuberculin test prior to the first day of hire; 3) pass State and Federal fingerprint clearances; and 4) complete all pre-employment training including but not limited to Child Abuse Reporting and Sexual Harassment/Abusive Conduct.

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ALL MATERIALS ARCHIVED FOR THIS POSITION ARE THE PROPERTY OF THE LUCIA MAR UNIFIED SCHOOL DISTRICT AND MAY BE REVIEWED BY BUT CANNOT BE RETURNED TO THE APPLICANT.

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***AN EQUAL OPPORTUNITY EMPLOYER***