

**CAROLINE COUNTY PUBLIC SCHOOLS**  
**POSITION DESCRIPTION**  
**Job Description: Music Teacher**

<b>JOB TITLE:</b> Music Teacher	<b>LOCATION:</b> As set by the Superintendent
<b>IMMEDIATE SUPERVISOR:</b> Principal <b>SUPERVISES:</b> Teacher aides, volunteers or other personnel, if assigned	<b>WORK SCHEDULE:</b> 10-M - 200 Days <b>PAY GRADE:</b> Teacher Scale
<b>SPECIAL REQUIREMENTS:</b> None	<b>FLSA STATUS:</b> Exempt
<b>EDUCATION/EXPERIENCE:</b> <ol style="list-style-type: none"> <li>1. Bachelor’s degree with a teaching endorsement in Music: Instrumental PreK-12</li> <li>2. Evidence of knowledge of music curriculum and the ability to implement it.</li> <li>3. Evidence of ability to interact collaboratively with students, parents, and Administration.</li> <li>4. Evidence of excellent oral and written skills.</li> </ol>	

**SKILLS:**

To work with the principal and colleagues in the implementation of the specified curriculum, student services, and other tasks that provide the support necessary to instruct children in activities designed to promote social and emotional, physical and intellectual growth needed by performing the specified responsibilities and duties.

**RESPONSIBILITIES:**

1. Provides instruction in the skills necessary to access information in all formats to both large groups and individual students.
2. Writes lesson plans and newsletters that meet the goals as set forth by the Principal and pacing guides in curriculum.
3. Teaches knowledge and skills in the music curriculum to students utilizing the course of study prescribed by the approved curriculum.
4. Adapts curriculum to the needs of the students with varying intellectual abilities, and to accommodate variety of instructional needs.
5. Evaluates each student’s musical growth, performance, and musical understanding in relationship to the level being taught; communicates with parents and Administration on individual student’s progress.
6. Teaches skills in music understanding/appreciation, harmony, explorations in music and choral music in relationship to the level being taught.

7. Follows Policies and Procedures as set forth by Administration.
8. Provides a clean, safe, and nurturing classroom environment.
9. Participates in all school meetings, trainings, and orientations.
10. Completes all in-service hours on time.
11. Turns in all required paperwork on time.
12. Cooperates in school-wide supervision of students during out-of-school activities.
13. Maintains appropriate records for students.
14. Establishes and maintains standards for acceptable student behavior using appropriate techniques.
15. Strives to continuously build knowledge and skills; shares expertise with others.
16. Coordinates music programs for school assemblies, open house, parent meetings, seasonal programs, and graduation.
17. Performs other duties as assigned.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on the Teacher Evaluation System.