

ELEMENTARY SPECIALIST – MUSIC/P.E./ART

FLSA: Licensed (Professional)

PURPOSE: The primary purpose of this position is to establish a positive, respectful learning environment and to instruct groups of students in music, physical education or art so that students develop understandings, attitudes and fundamental skills that will allow them to actively and safely participate with enthusiasm and enjoyment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Meets the standards of Competent and Ethical Performance as outlined in Oregon Administrative Rules (OAR 584-020-000 to 584-020-045). The following are examples of principle duties; however, any one position may not cover all duties listed and examples may not cover all duties an employee is expected to perform.

- Model and teach respect with an awareness of diversity.
- Effectively work with and respond to people from diverse cultures or backgrounds.
- Establish clear objectives and create long- and short-range plans for instruction to meet needs, abilities and interests of students.
- Develop and carry out clear, organized, sequential lessons and learning activities suitable for students' developmental levels and aligned with instructional objectives.
- Vary and pace classroom strategies to accommodate different learning styles, actively involve students and maximize student engagement in meaningful learning.
- Implement district and state curriculum standards and ensure that instructional activities are clearly related to district/state curriculum standards.
- Use current body of knowledge in cultural diversity issues in teaching and curriculum development to design and adapt individual/group academic and behavior/social programs in all school settings.
- Collaborate with administrators and classroom teachers of assigned buildings to establish workable class schedules that accommodate the needs of each building.
- Use a variety of approaches to assess students' skills and performance for the purpose of providing feedback to students, parents and classroom teachers regarding student progress.
- Assume responsibility for adapting and modifying classroom instruction for students identified as needing specialized instruction.
- Maintain in good condition and organize for ease of access specialized instructional materials and equipment.
- Work as part of the school team to fully implement Response to Intervention (RTI).
- Work effectively and collaboratively with diverse student, staff and community populations.
- Work collaboratively with school personnel in meeting diverse social and academic needs of students.
- Establish and maintain open lines of communication with all students and with parents/guardians concerning both academic and behavioral progress of students.
- Assist school staff and administration in implementing all policies and/or rules governing student conduct, reinforce individual schools' plans for positive behavior support, develop reasonable rules for classroom behavior and utilize effective, proactive behavior management skills in all school settings.

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- Maintain accurate, complete and confidential records as required by law and district policy and administrative regulations.
- Assume responsibility for assigned duties, e.g., playground, lunchroom duty.
- Utilize technology as related to job responsibilities.
- Reflect upon own teaching performance and accept and utilize supervisory suggestions and feedback.
- Take primary responsibility for pursuing and evaluating own professional growth.
- Attend and participate in staff meetings and district inservice meetings.
- Participate in activities that are related to school functions and/or the education process that occur outside the regular workday, in accordance with the collective bargaining agreement.
- Perform other duties as assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students and the public in the Corvallis School District and enhances learning.
- Maintain regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedule.
- Observe laws, district policies and procedures, and professional standards for this position.
- Work effectively and collaboratively with diverse student, parent and community populations
- Carry out work responsibilities with strong organizational skills, effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff and parents.
- Support students and staff in the district's career related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Collect, record, store, retrieve, assimilate, organize and utilize information and records electronically and by using traditional methods.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Valid Oregon teacher's license with appropriate endorsement and grade level authorization. Must be highly qualified or able to become highly qualified in area assigned according to NCLB laws.
- Understanding of human growth and development patterns, learning theory and brain research.
- Content knowledge in subject areas taught.
- Familiarity with a variety of age appropriate instructional, assessment and behavior management strategies that reflect current research on best practices.
- Familiarity with state standards and curriculum frameworks for elementary grade levels.
- Knowledge and experience with differentiated instruction.
- Effective oral and written communication skills.
- Knowledge of state and federal education laws and of student and staff rights.
- Ability to exhibit professionalism and effective human relations.
- Ability to effectively manage and supervise students and their work.

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- Ability to direct the work of other staff members.
- Ability to travel among district facilities as needed, and, if driving, the ability to meet district driving standards.
- Standard First Aid certification, or the ability to obtain certification within two months of hire, may be required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent or prolonged activity, e.g. standing, walking, running, jumping, moving rhythmically and sitting.
- Crouching to work with younger students.
- Frequent moderate to high noise level.
- Frequent and prolonged talking/listening in conversations/meetings.
- Requires accurate perceiving of sound, near and far vision, depth perception.
- Requires handling and working with variety of materials and objects.
- Work may occasionally involve lifting/carrying objects weighing 15-25 pounds.
- Possible exposure to bodily fluids due to student injury or illness.
- Possible exposure to bodily harm due to student behaviors.
- Exposure to a variety of chemicals comprising instructional supplies and materials.

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.

- This position is primarily performed indoors in school buildings, although some outdoor instruction and supervision are required.
- This position involves working in close proximity to groups of children and adults.
- Evening and/or extended work hours may be required.
- This position may require traveling among multiple work sites.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this (or the position itself) at any time it deems advisable.

EMPLOYEE STATEMENT: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation(s) in order to fulfill any or all of these essential functions I will inform the District prior to actually beginning work.



Corvallis
SCHOOL DISTRICT

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I have read and understand this job description.

Signature _____

Date _____

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature