

# Community Consolidated School District 21 Job Description

## Instrumental Music Teacher

**Supervisor:** Building Principal

**Employee Group:** Teacher

**Licensing Requirement:** Professional Educator License with Music K-12 and Orchestra experience is required

### Purpose/ Description

Instrumental music candidates must have the knowledge, skills, and ability to teach and develop musical concepts, music appreciation and understanding through the study and performance of the best musical literature. The ideal candidate must possess the ability to make positive connections to students, parents, and have the ability to work collaboratively in a team environment. The candidate must value continued learning and growth and be able to recruit and retain students as well as create a positive, assertive, and highly motivating learning environment.

### Essential Functions

Plan and coordinate fifth grade recruitment, plan and teach weekly student lessons, plan and teach orchestra rehearsals, and coordinate orchestra performances. Candidates will be asked to direct a middle school orchestra rehearsal and discuss their own musical abilities and experiences.

### Other Functions

- Performs other duties and responsibilities as assigned.

### Job Requirements

Specific skill and knowledge-based competencies required to satisfactorily perform the functions of the job include:

- District curriculum and assessment systems for all students
- Federal, state, and district policies, regulations and laws pertaining to job functions
- Preparing and maintaining accurate records
- Business appropriate grammar and punctuation in English
- Reading and spoken fluency and comprehension in English
- Effective knowledge of data analysis and research methodologies
- Knowledge of effective practices supporting workplace safety
- Thorough understanding of the district's curriculum and assessment systems for all students
- Thorough understanding of district programs serving special populations
- Operation of standard office equipment, computers, and software platforms including G Suite for Education, Office Suite, student information systems, school scheduling, personnel and financial management software

Specific ability-based competencies required to satisfactorily perform the functions of the job include:

- Maintaining high standards of confidentiality
- Communicating tactfully and courteously with diverse groups
- Effectively presenting information in one-to-one and group situations
- Working independently, staying focused on tasks, and assuming responsibility for assigned projects and duties
- Making sound decisions on the basis of available information
- Maintaining accuracy of work products
- Demonstrating fiscal responsibility
- Adapting to changing work priorities

- Working collaboratively as part of a team
- Demonstrating behavior which promotes positive relationships
- Respecting opinions of others
- Demonstrating the ability to manage conflicts
- Applying common sense understanding to carry out instructions
- Maintaining professional integrity

Specific physical ability-based competencies required to satisfactorily perform the functions of the job include:

- Utilizing computer keyboards and screens to enter, retrieve, and transform information or data.

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

*Updated 2026*