



**DOWNTOWN AREA SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE: Music Teacher

DATE: March 2022

DEPARTMENT/GROUP: Professional/DAEA

LOCATION: District by Building

REPORTS TO: Building Principal

FLSA: Exempt

JOB SUMMARY: Teaching music education to pupils, and assists the staff of the school in the improvement and appreciation of music instruction. Helps pupils grow in their enjoyment, appreciation, and performance of music through a variety of planned music experiences which include singing, moving to music, playing of instruments, and listening.

To develop in each pupil an appreciation of the art of music as part of general culture; to teach techniques of vocal and/or instrumental music expression; to discover and develop talents of pupils in the field of music; to develop knowledge and skills in listening to and reading music.

ESSENTIAL FUNCTIONS: *Employee must have the ability to perform the following essential functions on a timely basis with or without reasonable accommodations.*

1. Teaches skills in music appreciation, harmony, and explorations in music and in instrumental music (band, orchestra, instrumental ensemble) and/or choral music (chorus, choir, choral ensemble) to pupils. Utilizes course of study adopted by the Board of Education and other appropriate learning activities
2. Plans a balanced music program and organizes daily 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 the curriculum to the needs of each pupil.
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. Controls the storage and use of school-owned property; makes minor adjustments and requests repairs to instruments as needed.
6. Evaluates each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group.
7. Plans, rehearses, and directs pupils in musical programs for school and community, such as school productions, assemblies, seasonal programs, graduation ceremonies, and civic functions.
8. Selects and requisitions books, musical instruments, and instructional aids; maintains required inventory records.

This position description does not express or imply that these are the only duties to be performed by the incumbent(s) in this position. Employee(s) will be required to complete other job-related duties requested by the supervisor.

ADDITIONAL FUNCTIONS: *In addition to the foregoing essential job functions, the employee is required to perform the following additional duties, unless such a duty cannot be performed with or without reasonable accommodation.*

1. Involvement in activities and or events to support students as outlined in current bargaining unit agreement.
2. Other duties as may be assigned.

QUALIFICATIONS: *To successfully perform this position, a person must be able to perform each primary duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skills, and/or ability necessary.*

1. Candidate must be a graduate of an accredited college or university and hold a proper Pennsylvania certification for the position.
2. Demonstrates knowledge in the area of assignment.
3. Possesses a positive attitude toward the teaching profession, service to the district, and importance and purpose of the education program.
4. Proficiency in use of technology for individual or group demonstration or communication.
5. Must be able to flex and vary hours to accommodate needs of students, parents, and other teachers.
6. Possesses effective interpersonal skills with the ability to interface diplomatically with teachers, administrators, parents, students, and outside organizations.
7. Exhibits excellent classroom management skills.



**DOWNTOWN AREA SCHOOL DISTRICT
POSITION DESCRIPTION**

8. Demonstrates effective communication skills to provide accurate information to others and to obtain, give, and follow directions.
9. The employee is frequently required to communicate and interact in person and by phone or e-mail with the public, students, parents, staff, other administrators, board members, and community agencies.
10. Demonstrates ability to provide good judgment, planning, and human relations skills, as well as be required to work under periods of stress due to the level of the position responsibility.
11. Must successfully complete and maintain compliance with all federal and state background and criminal record check requirements.
12. Candidate must adhere to all local, state, federal, and school code requirements for employment.

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

- A. Ability to bend, crouch, kneel to assist students pushing/pulling and lifting musical equipment and supplies, sitting in chairs and/or floor and reaching in all directions.
- B. While performing the duties of this job, the employee is required to maintain a stationary position and move about to access equipment, multiple classrooms, file cabinets, office equipment, etc.
- A. The position requires the employee to frequently operate a computer and other office and classroom equipment such as a copy machine, fax, printer, overhead, and Smart Board.
- B. Ability to lift and/or exert up to 20 lbs. of force to occasionally move objects.
- C. The position requires meeting deadlines with severe time constraints, interacting with staff and the public, and occasional irregular or extended work hours.
- D. This job requires the ability to observe, inspect, identify, and determine accuracy of written documentation and fine details.
- E. Some/occasional local travel may be necessary: Must be able to provide own transportation to school related functions/meetings, community agencies, and schools throughout our service area.
- F. Additional physical requirements may be necessary based on content area teaching, (i.e., physical education, music, art, special education, family consumer science, technology education).

NOTICES:

1. Performances of this position will be evaluated in accordance with provisions of the Board's policy on the Evaluation of Personnel.
2. The School District retains the right to change this job description at any time for any reason, with or without advance notice.
3. The School District retains the right to assign such additional duties as may be necessary for the efficient or effective operation of the School District.
4. The School District retains the right to change the qualifications for the job.
5. The School District retains the right to waive the necessity for any applicant or employee to have all required qualifications.

I have read and understand the expectations contained in this position description.

Position Holder's Signature: _____ Date: _____

Print Name: _____

A copy of this form may be obtained in the Human Resources Department.
The Downingtown Area School District is an equal opportunity employment, educational, and service organization.