SHAWNEE MISSION SCHOOL DISTRICT

Position Title	Elementary Music Teacher		
Department	Leadership and Learning		
Reports To	Building Principal		
Revised By	Human Resources	Date(s) Revised	01/27/2026
Approved By	Director of Elementary HR	Date(s) Approved	01/27/2026

Summary:

The music teacher is responsible for the implementation of the district music curriculum in a way that maximizes student learning. The music teacher is responsible for supervision and evaluation of all students within their teaching assignment.

Essential Duties and Responsibilities: *Other duties may be assigned*

- Writes and implements long-range plans which incorporate curricular objectives.
- Establishes a performance calendar.
- Establishes procedures with attendance area schools to encourage student participation.
- Plans and implements plans to address the needs of individuals and/or small groups of students.
- Encourages students to perform solos and in small ensembles.
- Selects a variety of music literature.
- Assists students in learning to function effectively within a group.
- Promotes transfer of instruments to develop balanced instrumentation.
- Incorporates curricular revisions and new programs into instruction.
- Conducting techniques communicate tempo, style and expressive elements of music.
- Demonstrates proper voice and instrument techniques.
- Develop desirable rehearsal and individual practice habits.
- Provides for all students to be actively involved in a lesson.
- Corrects performance errors in a positive, encouraging manner.
- Provide guided and independent practice.
- Applies appropriate closure in a lesson presentation.
- Uses principles of learning which promote memory recall.
- Evaluates student work and communicates progress.
- Other duties as assigned.

Education and/or Experience (required and preferred):

- Graduation, or anticipated graduation, from an accredited college or university.
- Valid Kansas Teaching License.

Qualification Requirements: *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.

- Demonstrates ability to implement best practice teaching strategies and the motivation to set and achieve high performance levels.
- Knowledge of principles and practices of public school education and the ability to apply them to the needs of the district.
- Ability to develop effective working relationships with the students, staff, and community.
- Knowledge and ability to utilize appropriate technology.
- Ability to collaborate with team members to implement the district's strategic plan and engage in solution building.
- Desire to continue career improvement by enhancing skills and job performance.

SKILLS AND ABILITIES:

- Ability to maintain a high level of professionalism and adherence to Board policy.
- Ability to communicate well, both verbally and in writing, with parents, patrons, staff and students.
- Ability to effectively write detailed reports and correspondence.
- Ability to speak in front of large and/or small groups.
- Ability to read and interpret documents.
- Bilingual communication skills preferred.

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.***

- Must have the ability to travel in personal or school district vehicle.
- Must be flexible regarding scheduling, working conditions and location of work.
- May require some physical exertion.

WORK ENVIRONMENT: ***The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.***

- Must be able to occasionally work in noisy and crowded environments, with numerous interruptions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.