JOB DESCRIPTION
MARIACHI INSTRUCTOR - EXTRACURRICULAR
FINE ARTS DEPARTMENT

JOB DESCRIPTION CREATION / REVISION DATE: 06/03/2019

POSITION TITLE: Mariachi Instructor

DEPARTMENT: Fine Arts Department

REPORTS TO: Fine Arts Coordinator

SUPERVISES: N/A

POSITION GOAL(S):
To provide high-quality instruction in the fundamentals, cultural connections, and techniques of Mariachi music.

JOB DUTIES / ACCOUNTABILITIES:

1. Performs at an instructional level on all Mariachi instruments (guitar, vihuela, guitarron, violin, and trumpet).
2. Maintains a current inventory of district-owned Mariachi instruments and equipment including name/address/phone/parents of the user.
3. Maintains a current uniform/traje inventory (as applicable) including name/address/phone/parents of the user.
4. Instruct all students on their instruments at their level to ensure each student's progress and provide individualized instruction as necessary to students.
5. Works collaboratively with the district Mariachi team to ensure a consistent, comprehensive, and sequential instructional program for all students in Mariachi.
6. Fulfills all responsibilities of paper work, such as purchase requisitions, attendance, rosters, district reports, mileage reimbursements, timesheets, and all other forms required for specific tasks.
7. Assist with scheduling of Mariachi activities and concerts, coordinating dates with other music activities and with the Mariachi team.
8. Seek administrative counsel regarding spending and budget procedures.
9. Be willing to participate and assist with organization of program performance opportunities.
10. Select material appropriate to the performance level of the ensemble.
11. Demonstrate prompt and regular attendance.
12. Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
13. Promote a harassment-free environment.
14. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
15. Apply and enforce student discipline in accordance with the Student Code of Conduct.

EXPERIENCE / KNOWLEDGE:

1. Previous Mariachi experience/knowledge preferred.
3. Spanish language skills preferred.
JOB DESCRIPTION
MARIACHI INSTRUCTOR - EXTRACURRICULAR
FINE ARTS DEPARTMENT

4. Strong communication, public relation, and interpersonal skills.
5. Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information.
6. Display courtesy, tact, and respect when dealing with others.
7. Maintain appropriate confidentiality.
8. Established and maintains effective working relationships; demonstrates a commitment to teamwork.
9. Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
10. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent interruptions, and perform duties and tasks at expected levels of professionalism.

EDUCATION:
1. High School diploma.
2. Mariachi Workshop certificate or proof of enrollment.

PHYSICAL DEMANDS:
1. Must be physically able to maintain the demands of an active Mariachi program (i.e. performances, equipment moves, etc.).
2. Occasionally requires physical exertion to manually move, lift, or carry heavy materials or equipment.

TERMS OF EMPLOYMENT:
Salary and benefits as established by the Board of Education.
Flexibility in regular schedule, including evening/weekend hours is required.

EVALUATION:
Performance of this job will be evaluated in accordance with provisions of the Board’s policy.

Employee Signature: ________________________________ Date: _____________
Supervisor Signature: ________________________________ Date: _____________