JOB DESCRIPTION

MUSIC PRODUCTION TEACHER
FINE ARTS DEPARTMENT

JOB DESCRIPTION CREATION / REVISION DATE: September 16, 2019

POSITION TITLE: Music Production Teacher (.4 FTE)
DEPARTMENT: Fine Arts Department
REPORTS TO: Building Fine Arts Administrator/Fine Arts Coordinator
SUPERVISES: N/A

POSITION GOAL(S):
To build and maintain a high-quality music production program, focusing on standards-based, best-practice instruction and assessment to provide a comprehensive technical music education for students in a non-traditional school setting.

JOB DUTIES / ACCOUNTABILITIES:
1. Update and maintain a current inventory of school-owned equipment, including the name/address/phone/parents of any items that may be checked out to students as well as other factors (i.e. condition, repair history, replacement cost, storage location, etc.).
2. Implement researched-based instructional strategies that engage all students, differentiating to accommodate a range of ability levels, and acknowledging a variety of cultural backgrounds in order to support student learning and growth.
3. Maintain up-to-date data reporting, including grade entering, attendance submission, roster corrections, and other district reports, such as mileage reimbursements, and all other forms required for specific tasks.
4. Seek administrative counsel regarding budgets and spending procedures.
5. Communicate effectively with parents, students, administrators, teacher colleagues, and community leaders.
6. Assess students individually and communicate progress to students and parents.
7. Plan and guide the learning process toward the mastery of curriculum goals and standards, establishing clear objectives for all lessons, units, and projects that are clearly communicated to students and parents.
8. Implement school improvement plans and strategies
9. Maintain high expectations for student achievement and behavior and motivate students to work to their highest potential.
10. Work cooperatively with building fine arts administrator or the Fine Arts Coordinator in assessing teaching strengths and weaknesses and planning and implementing a program to improve teaching competencies.
11. Participate on curriculum, personnel, policy, or professional development committees related to the educational program.
12. Maintain accurate, complete, and correct records as required by law and district policy.
13. Maintain equipment and instruments associated with the focus area.
14. Demonstrate prompt and regular attendance.
15. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.
16. Cultivate a positive, harassment free, instructional culture which motivates students through the use of effective communication and constructive feedback.
17. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
18. Other duties as assigned by the principal or other administrative staff (i.e. building supervision).
19. Apply and enforce student discipline in accordance with the Student Code of Conduct, appropriate student handbook, and band syllabus/handbook conduct regulations 60 hours of summer band camps/rehearsals

EXPERIENCE / KNOWLEDGE:
1. Strong communication, public relations, and interpersonal skills.
2. 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, collaborative efforts, and feedback, and to conduct conferences as needed with parents, students, administrators, or other teachers.
3. Ability to effectively present information and respond to questions, inquiries, and/or complaints.
4. Display courtesy, tact, and respect when dealing with others.
5. Maintain appropriate confidentiality.
6. Establish and maintain effective working relationships; demonstrate a commitment to teamwork.
7. Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
8. Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent unscheduled interruptions, and perform duties and tasks at expected levels of professionalism.
10. 3-5 years of comparable experience preferred.
11. Strong technical skills required.

EDUCATION:
1. Bachelor’s Degree in Music Education
2. Appropriate coursework in the focus area
3. Illinois Professional Educators License with K-12 music endorsement

PHYSICAL DEMANDS:
1. Must be physically able to maintain the demands of an active music production program (i.e. equipment moves, setup changes, etc.).
2. Occasionally requires working in warm temperatures, including outdoors and under stage lights.
3. Occasionally requires physical exertion to manually move, lift, or carry heavy materials or equipment, including computers, mixers, instruments, mics, and other related equipment.
4. Must work in noisy and crowded environments.
5. May be required to travel between worksites and to leave work site to attend meetings.
6. Public contact requiring appropriate business-like apparel.
TERMS OF EMPLOYMENT:
Nine month position (189 work days)

EVALUATION:
Performance of the position will be evaluated with provisions set by the Board of Education as per contract.

Employee Signature: ____________________________  Date: ____________
Supervisor Signature: ____________________________  Date: ____________