



Mobile County PUBLIC SCHOOLS

Job Description Title – MUSIC TEACHER (Local School or Itinerant)

SUPERVISED BY/REPORTS TO: Principal or Fine Arts Supervisor or their designee.

FLSA Designation: Non-exempt

QUALIFICATIONS:

- Bachelor's Degree or higher from an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the courses were taken, and degree was completed with a minimum of a 2.0 GPA. Acceptable degree majors are General Music, Instrumental Music, and Choral Music.
- Valid Alabama teaching certificate in the grade level, subject area(s) assigned or eligible for an Alternative Certificate. The best candidates hold a Music PreK-12 Certificate.
- Ability to meet suitability criteria for employment and/or certification/licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Ability to be punctual and maintain regular attendance.
- For itinerant positions the employee must have a valid Alabama Driver's License and a reliable means of transportation.

KNOWLEDGE SKILLS:

Uses methods of teaching rhythm, singing, and musical instruments. Directs music with both vocal and instrumental groups. Teaches musical concepts such as rhythm, harmony, melody, scales, and notations.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

REASONING ABILITY:

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the visual arts course being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

1. Teaches general music classes such as: music theory, music technology, music appreciation, piano or guitar.
2. Designs and implements appropriate music curriculum and class lessons in a classroom setting. Creates and delivers relevant and rigorous music lesson that maximize student engagement and achievement. Lesson Plans are kept current and available for review by local school and Central Office administrators.
3. Teaches knowledge and skills in the field of music, which may include general, instrumental, or choral music to elementary and/or secondary students utilizing the course of study prescribed by the state standards and District approved curriculum.
4. Provides instruction by which students develop aesthetic concepts and appreciations and ability to make qualitative judgements about music.
5. Uses a variety of teaching practices and methodologies that reflect diverse educational, cultural, and linguistic backgrounds in order to meet individual needs of students.
6. Recruit students to receive instruction in playing standard band and orchestra instruments. Where and when appropriate, works collaboratively with feeder school band directors to recruit and retain students in a music program.
7. Provides individual and small group instruction in order to adapt the curriculum to the needs of pupils with varying intellectual and artistic abilities, to accommodate a variety of instructional activities.
8. Oversees process of cleaning, repairing, and storing all music equipment used to teach general music. Instructs students in proper care and use of instruments and equipment and organizes storage areas and control use of materials and instruments to prevent loss or abuse.
9. Prepares budgets and cost estimates based on documented program needs. Follows all District receipting and disbursements of funds procedures. Coordinates fundraising activities following all local school and District procedures. Selects and requisitions instructional materials, books, instruments, etc., and maintains inventory reports.
10. Prepares students for participation in outside activities, such as honor choirs, adjudication, winter and spring concerts, graduation, and other events as scheduled. Determines the individual musical strength of individual students and assigns roles in concerts and stage performances that develop and showcase these talents, Includes and works with students in dance and movement.
11. Provides a nurturing, supportive, and positive classroom climate that encourages student responsibilities, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques. Disciplines students in a fair and consistent manner, using school approved procedures. Seeks assistance of the parents/guardians and the school administration when needed. Keeps an appropriate studio environment.
12. Communicates with parents and school/district personnel regarding student progress and encourages parental involvement.
13. Accompanies and supervises students on away from school field trips.
14. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

15. Maintains professional relationships with colleagues, students, parents, and community members.
16. Advocates for the Arts in the school and community and makes effective use of community resources to enhance the instructional program.
17. Performs other duties as assigned by the principal, the Fine Arts Supervisor, and/or their designee.

OTHER DUTIES:

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.

Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.

PHYSICAL REQUIREMENTS:

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. While performing the duties of this job:

The employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands for fine manipulation, handle or feel, and reach with hands and arms using a keyboard and video display terminal. The teacher is occasionally required to stoop, kneel, or squat. The teacher may be on their feet standing for over an hour. The teacher may regularly lift and/or move up to 25 pounds and occasionally may lift up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to focus, and peripheral vision.

WORK ENVIRONMENT:

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

Works in a classroom setting. The noise level is usually low to moderate but occasionally high depending on classroom activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions especially if itinerant when moving between schools. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal, the Fine Arts Supervisor, or their designee.

TERMS OF EMPLOYMENT

Placement of this position may be in an individual school or shared between two or three schools. This position can also be an entirely itinerant position where the teacher rotates among several schools according to a schedule determined by the Fine Arts Supervisor. Work periods are 9-months (187 days) 7 hours per day usually Monday through Friday. Daily work schedule will be determined by the Principal, by the Fine Arts Supervisor or their designee. Work assignments and schedules are subject to change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.