



Job Title: Elementary Music Specialist **Exemption Status/Test:** Exempt
Reports to: Principal/Performing Arts Coordinator **Date Revised:** February 20, 2015
Dept. /School: Visual and Performing Arts/Assigned Campus **Funding Source:** GISD Teacher Pay Scale

Primary Purpose:

Provide students with appropriate learning activities and experiences in music designed to fulfill their potential for intellectual, emotional, physical, musical and social growth. To enable students to develop competencies and skills to reach their intellectual, creative and musical potential.

Qualifications:

Education/Certification:

Bachelor’s degree or higher in music from an accredited college or university
Demonstrated competency in elementary music instruction
Valid teaching certificate with required endorsements for elementary music
ESL Certification preferred

Special Knowledge/Skills:

General knowledge of curriculum, elementary music instructional strategies and state music standards
Knowledge of childhood development with appropriate singing and instrument playing techniques for children
Training in music education methods such as Orff, Kodaly and Dalcroze preferred
Demonstrate willingness to improve competency and teaching effectiveness by participation in professional growth opportunities and professional learning communities

Experience:

Successful completion of student teaching (elementary preferred) with professional recommendations or experience as a music teacher (elementary music specialist preferred)

Major Responsibilities and Duties:

Program Planning

1. Direct elementary PTA programs
2. Develop and implement lesson plans that fulfill the requirements of GISD curriculum and show written evidence of preparation as required
3. Present subject matter according to guidelines established by Texas Education Agency, GISD board policies, and administrative regulations
4. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned
5. Integrate technology to strengthen the teaching/learning process
6. Conduct ongoing assessment of student achievement
7. Assume responsibility for extracurricular activities as assigned; sponsor outside activities approved by the campus principal (choir, hand bells, stomp, Orff ensembles, recorder ensembles, etc.)

Classroom Management

8. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
9. Manage student behavior and administer discipline according to GISD board policies, administration regulations, and IEP
10. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Equipment

11. Assist in selection of instructional materials and music equipment

Communication

12. Establish and maintain open lines of communication with parents, students, principals, and teachers
13. Maintain professional relationship with colleagues, students, parents, and community members
14. Use effective communication skills to present information accurately and clearly

Professional Responsibilities

15. Promote professional improvement through reading, research, college courses, membership in professional organizations and staff development
16. Demonstrate behavior that is professional, ethical, responsible, and supportive of GISD mission
17. Compile, maintain, and fill all reports, records, and other documents required
18. Attend and participate in faculty meetings and serve on staff committees as required
19. Comply with district policies as well as state and federal laws and regulations
20. Adhere to the district's safety policies and procedures
21. Maintain confidentiality in the conduct of district business
22. Demonstrate regular attendance in accordance with GISD policy
23. Other duties as assigned by administration

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: computer and software, iPad, various instruments, audio/visual equipment, copier, printer

Posture: frequent standing, stooping, and bending

Motion: pulling, pushing, modeling movement such as dance, modeling instrument playing technique

Lifting: moving media equipment, instruments and other classroom equipment

Environment: possible exposure to bacteria and communicable diseases; occasional district-wide travel

Mental Demands: must be able to maintain emotional control under stress; must be able to communicate effectively, verbally and in written form

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.