**Job Title:** High School Guitar Teacher

**Exemption Status/Test:** Exempt

**Reports to:** Campus Principal/Visual and Performing Arts Director

**Date Revised:** February 20, 2015

**Dept. /School:** Assigned Campus

**Funding Source:** GISD Teacher Pay Schedule

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**Primary Purpose:**

Direct guitar program for campus and provide students with an opportunity to participate in extracurricular guitar activities and performances, ensuring compliance with all state, University Interscholastic League (UIL), if applicable, and district requirements

**Qualifications:**

**Education/Certification:**
Bachelor's degree in music from an accredited college or university
Valid Texas teaching certificate in music
ESL Certification preferred

**Special Knowledge/Skills:**
Knowledge of overall operation of a guitar program
Ability to manage budget
Knowledge of state and UIL policies, if applicable
Ability to implement policy, procedures, and data
Strong instructional communication, public relations, organizational, leadership, and interpersonal skills
Willingness to advance knowledge by attending workshops, conventions, and staff development sessions
Adept in guitar pedagogy

**Experience:**
Evidence of successful guitar teaching experience preferred

**Major Responsibilities and Duties:**

**Program Planning**

1. Plan/assist in the arrangement of transportation, lodging, and meals for out-of-town events
2. Comply with federal and state laws, State Board of Education (SBEC) rule, UIL rules, and board policy in the orchestral area
3. Coordinate fundraising activities for the development of additional guitar activities, competitions, festivals and field trips
4. Assist in the development and implementation of plans for the guitar program and show written evidence of preparation as required
5. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in guitar as applicable for extracurricular activities
6. Recommend policies to improve program
7. Schedule regular opportunities for students to perform in the recital setting and area events
Student Management

8. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook
9. Accompany and supervise students on in-district, in-town and out-of-town trips

Supervisory Responsibilities

Take all necessary and reasonable precautions to protect students, equipment, materials,

Communication

10. Establish and maintain open communication by conducting conferences with parents, students, principals, administrators and teachers
11. Maintain professional relationship with campus colleagues, students, parents, and community members
12. Work in cooperation with the director of fine arts to ensure procedures listed in the fine arts operations and procedures manual are being followed throughout the campus

Budget and Inventory

13. Maintain a current inventory of all campus owned instruments
14. Help oversee the process of cleaning, repairing, inventory and storage of all campus owned instruments
15. Purchase and maintain a music library of instructional materials including beginning, intermediate and advanced music
16. Ensure that programs are cost-effective and funds are managed wisely
17. Compile budgets and cost estimates based on documented program needs
18. Coordinate fundraising activities and manage funds
19. Purchase instructional materials to meet specific student needs

Instruction

20. Develop and implement lesson plans that fulfill the requirements of district’s curriculum program and show written evidence of preparation as required
21. Obtain and use evaluative findings (including student achievement and retention data) to determine program effectiveness and ensure that programs renewal is continuous and responds to student needs
22. Prepare lessons that reflect accommodations for individual student differences
23. Present subject matter according to guidelines established by the Texas Education Agency, board policies, and administrative regulations
24. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned through the district curriculum and state standards in music
25. Conduct ongoing assessments of student achievement through formal and informal testing
26. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students
27. Offer instruction in a variety of styles and genres

Mental Demands/Physical Demands/Environmental Factors

Execute your assigned regular (daily) teaching schedule of classes
Ability to maintain emotional control under stress
Available to work prolonged and irregular hours
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.