



**Job Title:** High School Piano Lab 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 Plus \$500 Stipend (192 Days)

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**Primary Purpose:**

Direct and manage the piano lab for campus and provide students with an opportunity to participate in extracurricular piano 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 piano program  
Ability to manage budget and working piano lab  
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 piano pedagogy

**Experience:**

Evidence of successful piano teaching experience preferred

**Major Responsibilities and Duties:**

**Program Planning**

1. Plan/assist in the arrangement of transportation, lodging, and meals for any local or out-of-town events
2. Comply with federal and state laws, State Board of Education rule, UIL & TMEA rules, and board policy in regards to the piano program
3. Coordinate fundraising activities for the development of additional piano activities, competitions, festivals and field trips
4. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate in piano
5. Recommend policies to improve program
6. Schedule regular opportunities for students to perform in the recital setting and area events
7. Promote student success by providing opportunities to perform at district and civic events
8. Assist students in preparing for college/university auditions

### **Student Management**

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

### **Supervisory Responsibilities**

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

### **Communication**

12. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers
13. Maintain professional relationship with campus and feeder piano programs, colleagues, students, parents, and community members
14. 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**

15. Maintain a current inventory of all fixed assets in the piano lab
16. Help oversee the process of cleaning, repairing, inventory and storage of all piano lab equipment
17. Purchase and maintain music library with beginning, intermediate and advanced materials
18. Ensure that programs are cost-effective and funds are managed wisely
19. Compile budgets and cost estimates based on documented program needs
20. Coordinate fundraising activities and manage funds
21. Purchase instructional materials to meet specific student needs

### **Instruction**

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

**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

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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.