



PACIFIC SCHOOL DISTRICT
Position Description

TITLE: Teacher, Music, Elementary
(General)

REPORTS TO: District Music Coordinator

CLASSIFICATION: Certificated

WORK YEAR: Teacher work
schedule.

FLSA: Exempt

SALARY: Teacher Salary Schedule

Basic Function

Under the direction of the District Music Coordinator or designee, the Elementary Music Teacher will provide music instruction to the elementary students at the various school sites within the district.

Representatives Duties, Responsibilities and Essential Functions

Duties and responsibilities may be added, deleted or changed at any time at the discretion of management.

As a General Music Teacher, Elementary:

1. Teach skills in general music which includes music appreciation, harmony, and explorations in music to grades TK-5.
2. Instruct pupils in citizenship/ basic communication skills, and other general elements of the course of study common to all teachers, as specified in State law and administrative regulations and procedures of the school district.
3. Plan a balanced music program, and organize daily class time so that preparation, rehearsal and instruction can be accomplished within the allotted time.
4. Provide individual and small group instruction in order to adapt the curriculum to the needs of each pupil.
5. Encourage pupils to develop individual musical skills to the greatest extent possible.
6. Utilize repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of pupils.
7. Encourage student to attend first-rate musical events out of school.
8. Maintain surveillance over school-owned music, uniforms, musical instruments and equipment in order to prevent loss or abuse.
9. Make minor adjustments and request repairs to instruments as required.
10. Establish and maintain standards of pupil behavior needed to provide an orderly productive environment during individual practice, group rehearsals, and musical performances.
11. Select appropriate music, books, and instructional aids to enhance learning.

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12. Requisition books, music, uniforms, musical instruments, instructional aids, and instructional supplies, and maintain required inventory records.
13. Evaluate each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group.
14. Prepare progress reports.
15. Plan, rehearse and direct pupils in musical programs for school and community.
16. Communicate with parents, school counselor/school administrator on the individual pupil's progress.

Relationships

1. Identify pupil needs, and cooperate with other professional staff members in assessing and helping pupils with health, attitude and learning problems.
2. Conference and collaborate with parents and other professional staff members regarding pupil progress and social-emotional development.
3. Supervise pupils in out-of-classroom activities during the assigned working day.
4. Share in the sponsorship of student activities and participate in faculty committees.
5. May plan and coordinate the work of aides, teacher assistants, or other paraprofessionals.
6. Cooperate with school administration in providing musical program for school productions, graduation ceremonies, and civic functions.
7. Perform basic accounting and business services as required.

Professional Attitude, Responsibility, and Participation

1. Professional Growth
 - a. Maintain professional competence through participation in in-service education workshops and clinics provided by the District, and/or in self-selected professional growth activities related to music.
 - b. Participate in curriculum and other developmental programs within the school of assignment and/or on a District level.
2. Adaptability
 - a. May teach under modular or flexible scheduling plans.
 - b. Analyze the class level of musical competence and select music which offers some successes and many challenges in performances.
 - c. Adapt standards to each situation and always strive to bring pupils up at their own rate.
3. Abide by the Code of Ethics

There are often times when in the course of the year, a Band teacher may have to work many hours outside of the school day. These are a part of the position and should not be construed as additional hours for payment, but part of the overall duties and responsibilities of the teacher.



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Minimum Qualifications

Valid Credential authorizing instruction of music (Single Subject or Supplemental)
Valid Multiple Subjects Teaching Credential (preferred)
Valid California Drivers License

Knowledge and Abilities:

Knowledge of and ability to implement the subject matter, philosophical, social, and educational concepts relative to the duties and responsibilities listed on this job description.

Accountability:

Person to whom responsible: On-site principal and/or District Music Coordinator.
Evaluator: District Music Coordinator with input from site administrators
Persons responsible to Teacher, Instrumental Music: Principal/Designee

Working Conditions

Environment:

Office, school and classroom environments; driving a vehicle to conduct work;
occasional contact with dissatisfied individuals; constant interruptions.

Physical Abilities:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; hearing and speaking to exchange information and assist students in instructional activities and make presentations; seeing to monitor various activities and to read various documents that includes printed instructional materials and video screen displays; dexterity of hands and fingers to operate a musical instruments, a computer keyboard and other office/instructional equipment; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Pacifica School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

Board Adoption: Pending
Original: