



Every child, every opportunity, every time!

**September 3, 2019**

**Elementary Music Teacher- General Music (0.6 FTE)/Strings (0.2 FTE)  
Location to be Determined  
KEA Salary Schedule and Grade**

**Scope of Responsibilities**

To create a flexible elementary grade program and a class environment favorable to learning and personal growth; to establish effective rapport with pupils; to motivate pupils to develop skills, attitudes and knowledge needed to provide a good foundation for elementary grade education, in accordance with each pupil's ability; to establish good relationships with parents and with other staff members.

**Performance Responsibilities**

1. Teaches District approved curriculum.
2. Meets and instructs assigned classes in the locations and at the times designated.
3. Instructs pupils in citizenship and basic subject matter specified in state law and administrative regulations and procedures of the school district.
4. Translates lesson plans into developmentally appropriate learning experiences.
5. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
6. Employs a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or student groups involved.
7. Communicates regularly with parents outside normal classroom day by means of newsletters, notes, phone calls, conferences, etc.
8. Establishes and maintains reasonable standards and procedures for pupil behavior to achieve an effective learning atmosphere.
9. Evaluates pupils' academic and social growth, keeps accurate records as and prepares progress reports.
10. Identifies pupil needs and makes appropriate referrals and develops strategies for individual education plans.
11. Is available to students and parents for education-related purposes outside the instructional day.
12. Plans and coordinates the work of paraprofessional, parents, and volunteers in the classroom and on field trips.
13. Creates an environment for learning through functional and attractive displays interest centers and exhibits of student's work.

**Special Considerations for Art, Music and Drama:** At each level (elementary, middle and high school) there are special considerations for those teaching arts. Student work will be showcased with public and school "demonstrations"—displays

for art and competitions and concerts for music and drama. At all levels, teachers are expected to work cooperatively with other staff to integrate the arts into other subject areas.

For elementary art, teachers are expected to display children's work in the building and work with the Kalamazoo Institute of Arts annual show. Intermittent shows in the community may also require student displays. Some framing and matting of work may be required. Teachers may be asked to assist with scenery for elementary plays.

For elementary music, teachers will be expected to organize 1-2 public performances per year. They may be asked to assist with a school musical and will be responsible for all instrument inventory and contracts as well as managing music libraries. General music teachers may be asked to provide music for special school events such as open houses and graduation. Teachers will also be expected to have their students participate in the Kalamazoo Symphony Program. Teachers may be asked to work cooperatively with others on musical productions. Teachers will be expected to arrange for equipment set up for performances and work with their administrators on publicizing performances.

### **Minimum Qualifications**

1. Valid Michigan teaching certificate and a Music Education (JQ) endorsement
2. BS or BA degree with Music major

### **Desirable Qualifications**

1. Successful experience working with a diverse population in an urban setting
2. Successful classroom teaching experience

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