

**School District Five of Lexington and Richland Counties**  
**Job Description**

**JOB TITLE: Instrumental Music Teacher - Elementary**

**POSITION:** Instrumental Music Teacher - Elementary  
**SALARY:** District Teacher Salary Schedule/Grant Funded  
**DAYS OF WORK:** 190 days

**GENERAL SUMMARY**

Under general supervision instructs students in music skills such as techniques of instrumental music, while developing their talent, appreciation, listening to and reading of music. Reports to the Principal.

**ESSENTIAL FUNCTIONS**

- Teaches concepts and skills in the subject of music, demonstrating techniques and correct use of the equipment.
- Prepares, presents, and evaluates material for learning according to the general guide of the curriculum and the South Carolina Framework for Music Education.
- Plans a program of study that, as much as possible, meets the individual needs, interests and abilities of students.
- Analyzes, demonstrates, and explains basic skills, knowledge, and strategies of formal music, rhythms and fundamentals.
- Employs a variety of instructional methods consistent with the physical limitations of the classroom assigned and the needs and capabilities of the students involved.
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of students.
- Maintains order in classroom; monitoring students' progression in class work and assisting students with all phases of the music class.
- Instructs students in the proper use and care of music related equipment, materials and supplies.
- Evaluates progress of students in concepts and skills of subject taught and contribution to group projects and ensembles.
- Plans and presents programs for the school and community.
- Plans and supervises field trips.
- Directs and evaluates the basic learning and social experiences of pupils in all assigned school sponsored activities.
- Provides instruction by which pupils develop concepts and appreciations for their efforts and the efforts of others.
- Meets and instructs assigned students in the location and at the times designated.
- Works to maintain pupil safety and welfare.
- Organizes storage areas and controls use of materials, equipment, and tools to prevent loss or abuse, and minimize time required for distribution and collection.
- Maintains accurate, complete and correct records as required by law, district policy and administrative regulation.
- Selects and requests appropriate equipment and supplies; maintains inventory of supplies, equipment, and materials needed for classroom activities.

- Supervises student activities on playground, in lunchroom, before and after school, etc. as assigned.
- Meets with parents and school personnel as needed to discuss student performance, activities, etc.; issues reports to inform parents of students' progress.
- Works to establish and maintain open lines of communication with students and their parents concerning both the broad academic and behavioral progress of all assigned students; makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
- Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
- Strives to implement, by instruction and action, the District's philosophy of education and instructional goals and objectives.
- Guides the learning process toward the achievement of curriculum goals; establishes clear objectives for all lessons, units, and projects to communicate these objectives to students.
- Participates in faculty and professional meetings, educational conferences, and teacher training workshops for professional growth and development; completes required coursework for teacher recertification.
- Serves as a resource to grade level teachers in planning grade level programs.
- Prepares various records and reports such as lesson plans, tests, grade records, purchase orders, discipline reports, attendance records, and activity plans.
- Interacts with students, parents, co-workers, administration, businesspersons and the community.
- Performs other related duties as required.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in Music Education or related area of discipline with previous student teaching experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess valid teacher certification in the area of Percussion or Music Education—Instrumental Music, and valid South Carolina driver's license.

**KNOWLEDGE:**

Knowledge of the policies, procedures and activities of the school district which pertain to the specific duties and responsibilities of the position. Knowledge in the methods for developing lesson plans and materials, and classroom activities which stimulate learning. Knowledge of the records, forms and reports which must be prepared and maintained. Knowledge of proper maintenance of equipment, materials and supplies used in daily activities. Knowledge of training methods used in teaching concepts and skills of Music Education to classroom students. Knowledge of counseling methods necessary for handling student academic and adjustment problems. Knowledge of the materials and information which must be prepared for classroom instructional activities.

**SKILLS/EFFORT:**

Ability to provide instruction to students through explanation, demonstration and/or supervised practice. Ability to supervise students and maintain order in various classroom and instructional activities and situations. Ability to operate general office equipment and musical instruments in the performance of daily activities. Ability to prepare lesson plans, tests, and instructional materials for classroom activities. Ability to identify student adjustment and/or academic problems, provide counseling and/or recommend appropriate remedial action to parents. Ability to communicate effectively with students and their parents, district staff, and all other groups involved in the activities of the job.

**WORKING CONDITIONS:**

Conducts duties in a classroom environment with no significant exposure to environmental conditions. Exposure to environmental conditions such as heat, cold, humidity, noise, dusts and wetness when conducting duties outdoors, i.e. recess, bus duty, etc. Requires ability to work under a degree of stress related to duties that require constant attention and working with students. Physical demands are restricted to classroom work requiring occasional lifting/moving of items weighing up to fifty pounds. Occasional local travel is required; no overnight travel required. Job requires the operation of general office equipment.

**RESPONSIBILITY:**

Responsible for classroom equipment, materials and supplies budget.  
Supervises students in classroom situations.