



Every child, every opportunity, every time!

April 28, 2017

**Instrumental Music Teacher/Band Director (1.0 FTE)  
Loy Norrix High School  
KEA Salary Schedule and Grade**

**Scope of Responsibilities**

Direct High School instrumental performers, including marching band, concert band, soloists and ensembles. Instruct a wide range of K-12 instrumental music students. Assume responsibility for recruiting students and developing a high-quality instrumental music program. Maintain open communication and collaboration with other music teachers and staff.

**Performance Responsibilities**

1. Teach District approved curriculum.
2. Possess knowledge of overall operation of an instrumental music program.
3. Ability to maintain budget and personnel, ensuring that programs are cost-effective and funds are managed wisely. Compile budgets and cost estimates based on documented program needs. Coordinate fundraising activities and manages funds.
4. Knowledge of policies governing a high school band program.
5. Meet and instruct assigned instrumental music classes in multiple building locations at the designated times.
6. Plan a program of study that meets the individual needs, interests, and abilities of students.
7. Apply knowledge of current research and theory to instructional program, including ability to interpret data. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous. Responds to student needs.
8. Create a classroom environment that is conducive to learning and appropriate to the development and interests of students.
9. Establish and maintain effective classroom management. Apply and enforce student discipline with the Student Code of Conduct and student handbook.
10. Employ a variety of instructional techniques and media, consistent with the physical limitations of the location provided and the needs and capabilities of the individuals or groups involved.
11. Establish and maintain positive, effective relationships with students, families, colleagues, and community members. Maintains confidentiality.
12. Provide and attend performance opportunities throughout the community and beyond.
13. Demonstrate knowledge of the pedagogy specific to instrumental music.
14. Manage large quantities of instruments and uniforms for various music ensembles. Maintain current inventory of fixed assets within the department, including cleaning, repairing, and storing of band equipment.
15. Coordinate band participation at extracurricular events, including concerts, football games, pep rallies, parades and other activities. Arrange transportation, lodging, and meals for out of town events. Accompany and supervise students on out-of-town trips.

16. Oversee band booster club, and supports band booster club activities.

### **Minimum Qualifications**

1. Bachelor's Degree from an accredited teacher preparation program.
2. Valid teaching certificate with K-12 music endorsement. Major concentration in instrumental music as indicated on college transcript.

### **Desirable Qualifications**

1. Previous teaching experience in an urban or culturally diverse setting.
2. Previous marching band teaching experience.

### **Supervisory Responsibilities**

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

### **Other Skills and Abilities**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move upwards to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

2. The work environment characteristics described here are representative of those the employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is quiet to loud depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American and Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed by this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

Please apply online at [www.kalamazoopublicschools.com](http://www.kalamazoopublicschools.com)  
no later than 5:00 p.m. on June 30, 2017. Screening will begin May 15, 2017.

**Kalamazoo Public Schools is an Equal Opportunity Employer**