Job Description

Job Title: Music Specialist

Classification: Supplemental

Salary Schedule: $1,500.00 per season

Department: Building

Reports To: Building Principal or Band Director

FLSA Status: Non-Exempt

Date: April 2020

Approved by : Northwest Local School District Board of Education

Job Summary: The Music Specialist will assist and support the creation of a successful instrumental music program, encourage active student participation in a wide variety of musical events, and work closely with music staff and administration.

Job Qualifications:

1. Bachelor's degree or an equivalent experience level in Music, Dance or Music Education required. Specialist should possess teaching experience in music discipline for which they are being considered.
2. Knowledge and teaching experience in instrumental music/dance to students required.
3. Active Teaching license or Student Monitor Permit
4. Acceptable Background checks

Essential Duties:

1. Support instrumental music performances at practices, concerts, parades, competitions, and festivals.
2. Promote an appreciation of instrumental music.
3. Communicate effectively with all members of the school district and community.
4. React to change productively and handle other tasks as assigned.
5. Support the philosophy and vision of Northwest Local School District.

6. Assist in building and maintaining a successful and dynamic music program that provides for maximum student participation in a wide variety of activities that bring positive recognition to the music program, school, district, and community.
7. Assist in presenting performances of high musical quality in which groups are well disciplined and make an exemplary appearance.
8. Attend and assist rehearsals as defined by the director.
9. Adhere to all district health and safety policies.
10. Other duties as assigned by the Activities Director, Principal, or other Administrative Staff.
11. Assist with music arranging and drill writing
12. Assist the band director in keeping facilities in proper order, with instrumental and equipment being properly used, maintained, and stored.
13. Assist the band director with paperwork as assigned.
14. Establish and maintain open communication with students, parents, faculty and administration.
15. Adhere to the chain of command for program/administrative concerns.
16. Assist in maintaining and updating a handbook outlining band policies and procedures.
17. Adhere to all district health and safety policies.
18. Other duties as assigned by the Director, Principal, or other Administrative Staff.
19. Maintain a professional standard of conduct, dress and communication.

Other Duties and Responsibilities

1. **Problem Solving** - Identifies and resolves problems in a timely manner; develop alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
2. **Interpersonal Skills** - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
3. **Oral and written communication** - Communicates clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings. Communicates in regards to program effective following district social media guidelines.
4. **Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit.

5. **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
6. **Diversity** - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment.
7. **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
8. **Judgement** - Exhibits sound and accurate judgment; Includes appropriate people in decision-making process.
9. **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
10. **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
11. **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
12. **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Physical Requirements:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment. *Other requirements include:*

1. Requires prolonged sitting or standing.

2. Frequently requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials.

3. Frequently stooping, bending, and reaching.

4. Requires travel.

5. Must work indoors and outdoors year-round.

6. Must work in noisy and crowded environments.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Terms of Employment: A defined period of time; seasonal or by event

Title: Music Specialist

Employee: _____
(Print name)

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position. I am able to perform the key functions of the position.

_____ _____
(Signature) (Date)

****

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee of this job. The employee will be required to follow the instructions and perform the duties required by the position's supervisor, appointing authority, or designee.

_____ _____
(Superintendent or designee) (Date)