

**GROVEPORT MADISON BOARD OF EDUCATION
JOB DESCRIPTION**

Position: Music Teacher
General Music – Madison Elementary

Reports to: Elementary School Principal

Employment Status: Regular/Full-time

Date: April 9, 2025

Description: Instruct students in the specific area of specialty; help students learn subject matter and skills that will broaden their learning experiences and contribute to their development in order to set realistic expectations; establish proper rapport and effectively communicate with parents; create a classroom environment that is conducive to learning; guide the process towards the achievement of curricular goals; participate in professional development activities

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure safety of students
- Implement a program of instruction that meets the individual needs, interest, and abilities of the students
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the student
- Convey academic expectation and goals to the students at the outset of instruction in a documented and understandable fashion
- Review testing/assessment data to provide intervention and make adjustments to daily instruction
- Employ a variety of scientifically based instructional methods, techniques and tools to provide students with 21st century learning opportunity
- Encourage students to set and maintain standards of classroom behavior
- Guide the learning process toward the achievement of curriculum goals and, in harmony with the goals, establish clear objectives for all lessons, units, projects and the like to communicate these objectives to students
- Review state required test data and other assessment data; provide intervention and adjust instruction based on this data
- Employ a variety of instruction 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
- Strive to implement by instruction and action the district's philosophy of education, goals, and objectives, and the plans and priorities set forth by the district
- Assess the accomplishments of students on a regular basis and provide progress reports as required or requested
- Identify the learning problems of students on a regular basis, based on classroom observation or other classroom assessment, and seek the assistance of district specialists in this diagnosis as appropriate
- Implement all policies and rules governing student life and conduct, and, for students under his/her supervision, develop reasonable rules of behavior and procedure, and maintain order in the classroom in a fair, just manner in keeping with the district code of conduct
- Perform such non-teaching duties and record-keeping responsibilities as assigned by the principal
- Attend and participate in staff meetings, and in special education committee meetings and intervention assistance team meetings as requested by the principal
- Plan and supervise purposeful assignments for supplemental teachers, teacher aides, and volunteers, and provide feedback on the performance of such personnel when requested

- Develop and follow an individual professional development plan as approved by the Local Professional Development Committee
- Make regular parent contacts through scheduled appointments on conference periods/conference days, written communications, Progress Book, phone calls, interim reports, and grade reports
- Effectively manage the classroom and individual student behavior to maintain a good learning environment
- Prepare clear and timely lesson plans
- Maintain accurate and complete records as required
- Provide guidance to students to promote their educational development
- Attend parent/teacher conferences
- Collaborate with colleagues
- Distribute course-related assignments
- Ensure students are learning all subject material by appropriately assessing on a regular basis
- Provide complete lesson plans for substitute
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
- Assist the administration in implementing all procedures and rules governing student life
- Follow the scope and sequence of the instructional program as defined in the Board of Education approved courses of study
- Take necessary and reasonable precautions to protect equipment, materials, and facilities
- Demonstrate knowledge of subject matter and present clear, complete and accurate explanations utilizing a variety of instructional techniques and media suitable to the level of learners
- Maintain respect at all times for confidential information
- Attend meetings and in-services as required per negotiated agreement
- Teach students using sound instructional practices
- Attend educational field trips
- Establish and maintain cooperative relationships with parents through effective use of interim reports, report cards, and conferences
- Refer students suspected of learning difficulties to the intervention assistance team
- Notify parents if student is not meeting classroom goals
- Observe ethics of the teaching profession

Other Duties and Responsibilities:

- Serve on committees and cocurricular activities as agreed upon
- Discipline students when necessary
- Assist in the selection of textbooks, equipment, and other educational materials
- Promote good public relations
- Respond to routine questions and requests in a timely, appropriate manner
- Serve as a role model for students
- Establish and maintain cooperative professional relationships
- Participate in committees, study teams, and cocurricular activities as agreed upon
- Participate in intervention assistance team meetings
- Maintain and improve professional competence by attending professional seminars, workshops, etc. to keep current on relevant issues
- Supervise student teachers
- Counsel, advise, encourage, and motivate students
- Flexible to change with new state requirements
- Perform other duties as assigned by the Principal or designee

Qualifications:

- Bachelor's degree or equivalent from a four-year college or university
- BCII/FBI clearance
- Appropriate state of Ohio certifications/license

Required Knowledge, Skills, and Abilities:

- Knowledge of academic area and teaching methodology
- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Training in varied instructional design
- Skills and knowledge in equipment preparation/operation
- Use of basic hand tools, e.g., hammer, screwdriver, pliers
- Variable technology use, i.e., laser disk, grading software, etc.
- Knowledge of child development and an understanding of age appropriate tasks
- Background/knowledge base in methodology and supervised practice
- Ability to work in a team environment
- Computer/word processing skills
- Ability to stay up-to-date with new technology

Equipment Operated:

- Interactive white board
- Document camera
- Camcorder
- Wireless slate
- Digital camera
- Various office machines
- Computer
- Calculator
- Telephone
- Overhead projector
- Tape recorder
- Compact disc player
- Printer
- TV
- VCR or DVD player
- Copy machine
- Fax machine

Additional Working Conditions:

- Occasional evening/weekend/summer work
- Occasional exposure to blood, bodily fluids, and tissue
- Occasional interaction with unruly students
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Frequent requirement to sit, stand, walk, talk, hear, see, read, speak, reach, stretch with hands and arms, crouch, kneel, climb, and stoop
- Occasional travel, e.g., attending workshop outside of district
- Frequent repetitive hand motion, e.g., computer keyboard, calculator, writing
- Occasionally lift, carry, push, and pull various items up to a maximum of 25 pounds

Terms of Employment:

Per contract with the Groveport Madison Local Board of Education. Groveport Madison Local School District is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, sex, or the presence of disabilities.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.