

YOUNGSTOWN CITY SCHOOL DISTRICT
Music Production and Recording Instructor

JOB DESCRIPTION

Music Production and Recording Instructor

Choffin Career & Technical Center – Youngstown City School District

Teach the appropriate courses of study for the Music Production and Recording program using a variety of instructional techniques that meet individual learning styles. The instructor will prepare students for careers in music engineering, performance, recording, and production, working closely with industry professionals to provide hands-on experiences and certification opportunities.

Educational Qualifications:

- Minimum of 5 years of experience in music production, recording, or a related field.
- Ability to obtain an educational certified license to teach Career & Technical Education (CTE) in this required pathway.
- Experience in teaching is preferred.
- Demonstrated knowledge of music recording, engineering, production, and mixing techniques.
- Experience in live sound production and audio-visual integration.
- Experience in team planning and curriculum development.
- Ability to supervise extracurricular and co-curricular activities within a school setting.

Essential Functions:

- Ensure the safety of all students.
- Teach and evaluate students using sound instructional practices that accommodate different learning styles.
- Effectively manage the classroom and individual student behavior to maintain a productive learning environment.
- Prepare clear and timely lesson plans aligned with industry standards and Ohio Department of Education Career Tech guidelines.
- Maintain accurate and complete records, including grades, attendance, and student progress documentation.
- Provide guidance and mentorship to students, supporting their educational and career development.
- Facilitate the use of audio, mixing, and production equipment, ensuring proper student training.
- Coordinate and oversee school-based music productions, live performances, and recording sessions.
- Establish and maintain partnerships with industry professionals, recording studios, and local music organizations to expand student opportunities.
- Assist students with career planning, job placement, and work-based learning experiences in music production.
- Attend parent-teacher conferences and communicate regularly with students and families regarding progress.

- Ensure students are learning all subject material by regularly assessing their progress through projects, quizzes, and performance evaluations.
- Provide comprehensive lesson plans for substitute instructors when necessary.
- Observe ethics of the teaching profession and maintain professional relationships with students, colleagues, and industry partners.
- Assist in implementing school procedures and rules governing student life and conduct.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Teach new concepts and facilitate various hands-on activities, enabling students to develop technical and creative skills.
- Act as a facilitator and mentor in music production, engineering, and related career pathways.
- Make contacts with industry professionals to expand opportunities for student employment and internships.
- Attend professional development workshops, training sessions, and industry conferences to stay current in the field.
- Promote good public relations through professional appearance, attitude, and communication.
- Integrate state model learning outcomes and CTE standards into instructional methods and materials.

Other Duties and Responsibilities:

- Supervise students during music productions, live events, and recording sessions.
- Assist in organizing and managing field trips related to the music industry.
- Work closely with administrators and other faculty members to develop interdisciplinary projects and collaborations.
- Serve on school committees and participate in co-curricular activities as needed.
- Assist in the selection and maintenance of music production equipment, software, and instructional materials.
- Act as a mentor for first-year teachers if requested.
- Collaborate with the advisory committee to ensure the program remains aligned with industry needs and trends.
- Respond to routine questions and requests in an appropriate manner.
- Provide students with incentives, motivation, and career-related guidance.
- Perform other duties as assigned by the Building administration and/or Director of Choffin Career and Technical Center.

Required Knowledge, Skills, and Abilities:

- Proficiency in music production software (e.g., Pro Tools, Logic Pro, Ableton Live, FL Studio, etc.).
- Knowledge of recording techniques, sound engineering principles, and mixing/mastering processes.
- Understanding of live sound production, microphone placement, and audio system setup.
- Ability to work effectively with students, faculty, and industry professionals.
- Strong communication skills, both oral and written.
- Effective listening, problem-solving, and organizational skills.
- Classroom management skills with the ability to foster a positive learning environment.
- Basic first aid knowledge.

- Ability to submit grades and attendance electronically.
- Knowledge of career pathways within the music production and recording industry.

Equipment Operated:

- Digital Audio Workstations (DAWs) and music production software.
- Audio mixing consoles and studio equipment.
- Microphones, speakers, and sound reinforcement systems.
- Musical instruments and MIDI controllers.
- Smart Board, projectors, and classroom technology.
- Computers and software for audio/video editing.
- Recording studio hardware and software.

Additional Working Conditions:

- Occasional exposure to loud noise from music and recording equipment.
- Occasional operation of a vehicle in inclement weather conditions to attend off-site events.
- Occasional evening, weekend, or summer work for music productions and performances.
- Occasional lifting of heavy equipment (e.g., speakers, amplifiers, instruments) exceeding 50 pounds.
- Frequent standing, walking, sitting, hearing, and seeing for extended periods.
- Occasional requirement to balance, climb, crouch, kneel, or stoop while setting up equipment.
- Interaction with students who may require behavioral support or redirection.

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 and appointing authority.