



MUSIC TEACHER'S JOB DESCRIPTION

Concord Academy Petoskey is a small, rural public school academy in Petoskey, Michigan. CAP offers a comprehensive Kindergarten through 12th grade curriculum, including regular and special education. Concord's mission is to provide an inspiring and challenging educational environment conducive to the development of critical and creative thinking through the integration of the arts with mathematics, technology, and the sciences (STEAM).

Qualifications:

- Bachelor's degree or higher
- Valid Michigan teaching certificate
- Endorsement in Music Education

Responsibilities:

Planning & Preparation

- Preparation
 - Write weekly lesson plans to align with the curriculum
 - Align curriculum with Michigan's K-12 Standards and Course Credit Requirements
 - Coordinate classroom curriculum with building-level teammates, subject area colleagues, fine arts staff, Special Education Department, Title 1, and Char-Em ISD
 - Utilize the seven learning styles to reach all children
 - Collect and utilize resources for planning and teaching academic units
 - Order classroom materials using the Purchase Order process
- Assessment
 - Assess and provide instructional feedback regularly
 - Provide a variety of assessments in all subjects
 - Provide performance or exhibition opportunities for all students to demonstrate growth and skills developed

Environmental

- Relationships
 - Learn your students' names the first day/week of school
 - Model the learning process including time management, perseverance, responsibility, and work ethics
 - Provide emotional support as needed or seek help from other staff and administration
 - Praise and encourage **ALL** students for a job well done

- Teach appropriate social skills and conflict resolution using the values taught in the Concord Creed
- Set up and organize classroom space to be a welcoming and safe learning environment
- Teach teamwork skills and community contribution through preparation and performance
- Demonstrate respect for all members of the Concord Academy Petoskey Community

Instructional

- Instruct students in all assigned curricular disciplines
- Demonstrate methods, procedures, and skills of discipline
- Teach creative process
- Teach critical thinking skills in relation to participation and performance
- Engage **ALL** students through differentiated instruction, making accommodations for students with special needs as well as accelerated learners
- Motivate students to be actively involved in the artistic process
- Facilitate individual and group critique of subject area work
- Teach proper handling of equipment and materials, including cleanup procedures

Professional Responsibilities

- Credentials
 - Continue to update teaching credentials through professional development conferences and workshops, and/or university classes
 - Keep informed on current research for best educational practices
 - Maintain current CPR and First Aid certification
- Organizational
 - Take daily attendance and submit to the office
 - Maintain grades and records (grade books or SDS) for all classes taught
 - Prepare report cards at the quarters and/or semesters
 - Attend IEP meetings
 - Maintain a readily accessible, up-to-date substitute folder
 - Collect money and take pizza orders once/week
 - Inventory classroom materials and equipment at the end of each year
- Student Wellbeing
 - Arrive promptly and be in your classroom for students who arrive early
 - Remain with students after extracurricular activities until they have been picked up or have been turned over to another staff or administrator
 - Coordinate field trips following school policy with prior approval and permission slips
 - Facilitate school policies such as fire drills, tornado drills, and lockdown drills
 - Wear the hat of teacher, mother/father, nurse, counselor, referee, and friend depending on the week, day, or minute
- Communication
 - Share information regarding classroom activities with families
 - Inform parents/guardians of student progress through conferences, emails, and phone calls as needed
 - Communicate classroom needs with the administration and custodial staff as necessary
 - Communicate with other staff to ensure spiraling of curriculum
 - Attend staff meetings, team meetings, and committee meetings
 - Communicate with administration, fellow staff members, students, and parents

Philosophical

- Use multi-age grouping, multiple intelligences, and differentiated instruction
- Support the fine arts staff during rehearsals and performances
- Live The Concord Creed as the core of the school culture and discipline plan
- Promote the Mission and the Vision
- Appreciate student and staff differences