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| **NESPELEM SCHOOL DISTRICT**    **Music Coordinator** | |
| **POSITION**  **SUMMARY:** | **Classified Nonexempt Position**  **8.75 Hrs. a Day/4 Days**  **Salary Range-$26.24 - $31.37** |
| **SUPERVISOR:** | Building Principal |
| **ESSENTIAL**  **FUNCTIONS:** | The position of Music Coordinator will teach individuals or groups instrumental or vocal music in public school:   * Presents subject matter through prepared lessons using current effective strategies and best practices, using supplemental teacher-made or purchased materials, audiovisual aids, and technology, in classroom as well as a lab setting. * Evaluates students’ interests, aptitudes, temperament, and individual characteristics to determine suitable instrument for beginner. * Monitors students’ performances to make suggestions for improvement and to ensure that they satisfy course standards, training requirements, and objectives. * Instructs students individually and in groups, using various teaching methods, such as lectures, discussions, and demonstrations. * Sings or plays instrument to demonstrate musical scales, tones, and rhythm. * Instructs students in music theory, harmony, score and sight reading, composition, music appreciation, and provides individual or group vocal and instrumental lessons using technical knowledge, aesthetic appreciation, and prescribed teaching techniques. * Conducts group rehearsals and instructs and coaches members in their individual parts, in fundamentals of musicianship, and ensemble performance. Critiques performance to identify errors and reinforce correct techniques. * Leads orchestra and choral groups in regular and special performances for school program, community activities, concerts, and festivals. * In lab settings, instructs students concerning safety, maintains equipment, properly stores equipment in music areas. * Prepares, assigns, and corrects student records as required by the district, such as attendance and grading, etc. * Maintains appropriate student records as required by the district, such as attendance and grading, etc. * Utilize technology as both a classroom management and learning tool. * Teaches, models, and reinforces behaviors that assist student learning. * Communicates student academic, behavior, and growth progress to students and parents, at times when the rate of learning and/or behavior changes significantly, in addition to conferences and report cards. * Coordinate and accompany students on field trips to musical performances. * May order, store, and inventory musical instruments, music, and supplies. * May teach students with disabilities. * May be designated Teacher, Instrumental (education); Teacher, Vocal (education). * Other job duties as assigned by the Building Principal. |
| **QUALIFICATIONS:** | * Music background preferred * Ability to read, analyze, and interpret appropriate curriculum materials. Ability to effectively present information to colleagues, parents, students, and administrators. * Ability to define problems, collect data, establish facts, and draw valid conclusions. * Experience working with P-12 students. * First Aid/CPR card or ability to obtain. * Attendance and punctuality are important functions of this job. * Use effective oral and written communication skills. * Listen and react professionally. * Give and take directions. * Work in noisy and crowded environments. * Remain flexible to changes in assignments or situations. * Maintain accurate records. * Experience with the use of a computer to complete work order systems and other work-related functions. * Establish and maintain effective working relationships with students, staff, parent, and community. * Maintain a high level of ethical behavior and confidentiality of information about students and staff. |
| **WORKING**  **CONDITIONS &**  **PHYSICAL**  **REQUIREMENTS:** | 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 accommodation may be made to enable individuals with disabilities to perform essential functions.  The usual and customary methods of performing the job’s functions require the following physical demands:   * Ability to regularly walk, talk or hear. * Ability to regularly sit, stand, use hands to finger, handle, or feel objects, and reach with hands and arms. * Ability to occasionally lift and/or move up to 25 lbs. * Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. |

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| **TERMS OF**  **EMPLOYMENT** | Employment contingent upon successful clearance of a Washington State Patrol, FBI  fingerprint criminal history background check, and Sexual Misconduct background check. |
| **PROCEDURE:** | * Application procedure can be found at <http://www.nsdeagles.org> * Click on Job openings * Click on how to apply   + - Position opens     - Position opened until filled     - Screening & Interviews TBD     - Position begins as soon as possible * Note: Employment contingent upon successful clearance of a Washington State Patrol and FBI fingerprint criminal history background check. |
| Immigration Reform and Control Act Requirement: The recommended applicant, if not a current regular employee, will be required to complete an INS I-9 form and must provide proof of employment eligibility.  Disclosure Statement and Record Check: Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant, if not a current regular employee, will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints, will be requested from the Washington State Patrol & FBI. Employment is conditional based upon completion of the record check.  The Nespelem School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance may be directed to the district's Title IX/RCW 28A.640 Officer and Civil Rights Coordinator- Tanya Bunting and Section 504/ADA Coordinator.  **Nespelem School District, P.O. Box 291, Nespelem, WA 99155. (509) 634-4541.**  **Nespelem School District is an Equal Opportunity Employer** | |