

POSITION DESCRIPTION

Position Title: Music/DramaTeacher

Position: Music/DramaTeacher

Pay Grade: \$25.00 per hour

Reports to: Certified Teacher/Director

of hours: 11

Direct Instruction: 10/ Indirect Instruction: 1

Description: This position requires love, patience and respect for students, encourage the children to be independent and model for them appropriate manners and behaviors. Instruct children in activities designed to promote social, physical, and intellectual growth following the philosophies of Maria Montessori by performing the following duties:

POSITION RESPONSIBILITIES

Primary Functions: (List only the essential job functions)

- Follows all LMS policy and procedures;
- Becomes knowledgeable about Montessori methodology, terminology and practices;
- Provides music and drama instruction to LMS students in all grades;
- Selects and gathers appropriate curriculum materials;
- Maintains any records and submits reports deemed necessary by LMS
- Maintains confidentiality for all identifiable information.

Secondary Functions:

- Perform all other duties as assigned by the designated supervisor;
- Acts as a resource and information liaison to classroom teachers and school staff and provides staff development;
- Establishes and maintains cooperative and supportive relationships with parents, students and colleagues;
- Works with the parents to support them in pursuing appropriate opportunities, resources, and interventions for their children;
- Provides information about district enrichment activities and opportunities;
- Attends and participates at staff meetings;
- Attends at open houses and other school functions; and
- Conducts one parent education session per year.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the position. While this description is intended to be an accurate reflection of the current position, LMS reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, change in personnel, work load, rush jobs, or technological developments). **Attach additional page(s) as needed.**

Evaluation of Job Performance:

- Evaluation performed with in-house evaluation tool using *STEP Model*

Scope of the Position: Administrative Certified Classified (Please check appropriate type of position)

Employment Agreement Start Date: See School Calendar August 2014 School Year

Qualifications: Music and/or drama degree or equivalent experience

	Required	Preferred
Education:	Bachelor's	Bachelor's or Master's Degree
Experience & Training:	1 year of experience working with children	2-3 years working with children
Specific Skills:	Proficient in the use of standard computer applications; Must have excellent written and oral communication skills; and ability to work collaboratively with staff.	
Licensing/Certification:	Teacher Certification in Music and/or Drama	
Other:	CPR	

Working Conditions: (describe the work location, identify typical hours, extent of travel)

Location: School Based
Travel: Some travel may be required
Hours: See above

Physical/Mental Requirements: Sedentary Work: Exerting up to 10 pounds of force occasionally &/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time.
(describe the tools or equipment utilized to perform the job functions, number of pounds lifted, requirements for handling degrees of stress, adaptability to fluctuating deadlines, number of locations visited each day, ability to do routine work) Ability to sit, stand, bend, and lift up to 50lbs.

APPROVALS:

1) _____	_____
Director	Date
2) _____	_____
Teacher	Date
3) _____	_____
Governing Board Chair	Date