

Job Title	Music Specials Teacher
Job Code / Level	S-202
Revision Date	February 2024
FLSA status	Non-exempt
Position Purpose	The Music Specials Teacher will help students grow in their enjoyment, appreciation, and performance of music through a variety of planned music experiences which include singing, moving to music, playing instruments, and performing in an annual musical event (Preschool - 5th grade).
Essential Functions	Implement developmentally appropriate curriculum (some design and planning may be necessary) for Specials such as Music, Technology, Spanish, Science, Literacy, Art, PE, etc.
Essential Functions	Create learning experiences that infuse creativity, inquiry, and content mastery.
Essential Functions	Meet the physical, emotional, intellectual, emotional and social needs of the children; providing daily opportunities for growth in the program.
Essential Functions	Implement Rivendell's philosophy of individualization; supporting multi-age classrooms and corresponding academic needs.
Essential Functions	Instruct students in large, small, and one-on-one settings.
Essential Functions	Maintain adequate documentation including student attendance, behavior, and observed progress in all areas, academically or otherwise (adhering to confidentiality where appropriate).
Essential Functions	Discuss and resolve problems and needs as appropriate with relevant stakeholders such as HOS, Assistant HOS, peers, parents, etc.
Essential Functions	Maintain onsite presence, attend staff meetings, in-service training, other school functions, etc., as required.
Essential Functions	Provide a safe and secure environment for children; ensure children are supervised at all times. Monitor students during breaks, lunch, recess, parking lot, etc.
Essential Functions	Coordinate school-wide weekly singing time.
Essential Functions	Organize and produce 4 grade-level musicals each year.
Essential Functions	Organize and orchestrate end-of-the-year, all-school Spring Musical Program.
Essential Functions	Prepare and submit limited commentary for each child's annual competency report, according to school-wide, standardize rating system.
Essential Functions	Facilitate lesson plans on music and music history in accordance with student classroom learning objectives.
Essential Functions	Prepare the classroom by setting up equipment, conducting maintenance of classroom instruments, research and purchase necessary instruments (according to school purchasing policies).
Essential Functions	Write newsletter content for distribution to parents (approximately quarterly submittal for Specials Instructors).
Other Functions	Assist in other capacities as determined by Rivendell leadership.

Knowledge, Skills and Abilities	In a singular topic environment apply appropriate child development theories and best practice methods in the classroom to meet individual students needs both socially and academically.
Knowledge, Skills and Abilities	Demonstrates solid communication skills with all stakeholders, leveraging all relevant methods (verbal, written, presentation, etc).
Knowledge, Skills and Abilities	Clearly and effectively communicate in a manner that children understand.
Knowledge, Skills and Abilities	Ability to work collaboratively to maintain positive relationships with parents, children, and coworkers.
Knowledge, Skills and Abilities	Ability to create clear and consistent classroom expectations that support students in being able to work independently and with other students.
Knowledge, Skills and Abilities	Successfully integrates special needs children positively and respectfully.
Knowledge, Skills and Abilities	Pursues professional development to maintain expertise in performance of teaching responsibilities.
Knowledge, Skills and Abilities	Cultural competence skills for working with a diverse and dynamic community.
Knowledge, Skills and Abilities	Demonstrates responsibility for the classroom's maintenance and necessary housekeeping duties and common use areas.
Knowledge, Skills and Abilities	Solid organization skills and digital literacy skills to support use of email, file sharing, file storage, instructional technology, Google Drive, presentations, spreadsheets, etc.), and any other technology as required by Rivendell leadership.
Knowledge, Skills and Abilities	Ability to implement positive discipline when required; leveraging Love and Logic methodologies where appropriate.
Knowledge, Skills and Abilities	Ability to follow all policies and procedures to ensure that children are supervised and safe.
Knowledge, Skills and Abilities	Demonstrates passion in work with children as evidenced by Instructor's enthusiasm, attitude, curiosity and perseverance.
Knowledge, Skills and Abilities	Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
Knowledge, Skills and Abilities	Ability to adapt curriculum to meet the needs of all children (age and ability).
Knowledge, Skills and Abilities	Applied knowledge of set-up and maintenance of a sound system and peripherals.
Knowledge, Skills and Abilities	Ability to design and set-up simple staging and scenery for musicals and performances.
Knowledge, Skills and Abilities	Ability to maintain musical instruments and equipment.
Knowledge, Skills and Abilities	Basic skills to use various instruments including piano, ukulele, and recorder.
Knowledge, Skills and Abilities	Understanding of music pedagogy and vocal technique for children of all programmatic ages.

Required and/or Preferred Experience	<p>Required: Experience with music and singing content instruction and performance.</p> <p>Preferred: 1) Experience with music content instruction with students in a classroom setting.</p>
Required and/or Preferred Education / Credentials / Licensure	<p>Required: 1. High School Diploma 2. Completed continuing education coursework or credentials (post high school), relevant to topical area of instruction</p> <p>Preferred: 1. Bachelor Degree (any discipline) and valid Colorado Teaching license</p> <p>Required: Employment is conditional upon a background check report in compliance with school requirements; reporting may include employee’s credentials, employment history, criminal convictions or other requirements by law.</p>
Working Conditions	Hours - will vary according to specified position
Working Conditions	Position requires speaking, listening, moving oneself about the campus maneuvering uneven surfaces for up to 8 hours or more per day. Frequently required to stand, walk, use hands and fingers, reach, stoop, kneel, and crouch. Frequently lift and/or move up to 15 pounds; occasionally lift up to 25 pounds.
Location Requirements	Position is designated as 'onsite' and not conducive to remote work.