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**SCHOOL DISTRICT OF OKALOOSA COUNTY  
JOB DESCRIPTION FOR INSTRUCTIONAL PERSONNEL**

IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY NOT TO DISCRIMINATE AGAINST EMPLOYEES OR APPLICANTS EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, MARITAL STATUS, AGE, OR HANDICAP. IT IS THE POLICY OF THE SCHOOL DISTRICT OF OKALOOSA COUNTY TO HIRE ONLY U. S. CITIZENS AND ALIENS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. THESE POLICIES SHALL APPLY TO RECRUITMENT, EMPLOYMENT, TRANSFERS, COMPENSATION, AND OTHER ITEMS AND CONDITIONS OF EMPLOYMENT.

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**Position Title:**           **Teacher of Choral Music**  
**Reports to:**             **Principal**

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**Minimum Eligibility Requirements:**

Holds a valid Florida Educator's Certificate with appropriate coverage for the course assignment. Any alternative qualifications as the Board may find appropriate.

**Communication Skills:**

Demonstrates articulate speech. Uses vocabulary appropriate to task and student ability. Writes with appropriate grammar, spelling and structure. Communicates effectively with students, parents, and administrators.

**Specialization Competence:**

Demonstrates proficiency in area of specialization. Uses subject area materials appropriately.

**Administrative/Supervisory Requirements:**

Keeps appropriate records. Maintains effective lesson plans. Conforms to rules and policies of the district, school, and state.

**Instructional/Evaluation Procedures:**

Makes effective use of time. Provides instructional orientations, transitions and clear directions. Uses effective questioning techniques. Develops concepts and provides appropriate reviews, practice and corrective feedback. Uses appropriate evaluative techniques. Analyzes and interprets test results.

**Management Techniques:**

Establishes rules; monitors rules consistently and fairly. Maintains academic focus. Establishes routines for use of materials. Controls and stops spread of misconduct. Maintains instructional momentum.

**Interpersonal Relationships:**

Provides a supportive atmosphere; establishes and maintains effective relationships with students, peers, and parents.

**Physical Demands:**

The physical demands described here are representative of those essential for an employee to successfully perform the functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The employee is frequently required to stand, talk, hear, walk, and sit. The employee may occasionally push or lift up to 50 pounds. The employee demonstrates physical energy commensurate with assigned tasks and controls emotions appropriately.

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**Work Environment:**

The noise level in the work environment is moderate to loud. Duties are performed indoors and occasionally outdoors.

**Job Goal:**

To develop in each pupil an appreciation of the art of music as part of general culture; to teach techniques of vocal expression; to discover and develop talents of pupils in the field of music; to develop knowledge and skills in listening to and reading music.

**Essential Duties and Responsibilities:**

1. Teaches skills in music appreciation, harmony, and explorations in music, and in instrumental music (band, orchestra, instrumental ensemble) to secondary pupils. Utilizes course of study adopted by the Board of Education and other appropriate learning activities.
2. Incorporates the state curriculum frameworks and student performance standards into lesson planning.
3. Provides individual and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Utilizes repertoire of all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of pupils.
5. Controls the storage and use of school-owned property.
6. Establishes and maintains standards of pupil behavior to provide an orderly, productive environment during practice, group rehearsals and musical performances.
7. Evaluates each pupil's musical growth and performance, assessing each individual's contribution to the performance of the group.
8. Plans, rehearses, and directs pupils in musical programs for school and community.
9. Selects and requisitions instructional materials.
10. Communicates with parents and school counselors on pupil progress.
11. Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
12. Abides by all policies of the Okaloosa County School Board.
13. Performs other tasks as assigned within the limits of the Master Contract.

**Terms of Employment/Length of Employment:**

Ten month. Salary is based on adopted salary schedule for instructional personnel.

**Evaluation:**

Annual performance evaluation in accordance with the Master Contract, local policies, and state law.