

GREENWOOD SCHOOL  
9920 Regency Square Boulevard  
Jacksonville, Florida

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POSITION DESCRIPTION

JOB TITLE: Music Teacher

DEPARTMENT: Teaching Staff

REPORTING TO: Principal / Dean of Students

DEPT. OF LABOR STATUS: Full-Time, with Benefits; Exempt

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Requirements:

Bachelor's Degree (minimum), preferable in Education or Exceptional Student Education preferred.

- Teaching experience with grades 6 – 12 (public or private), must hold a valid Florida Department of Education teaching certificate.
- Experience working with exceptional students (ESE certification through a Florida Department of Education preferred, professional development available from School if not yet obtained).
- Experience with band, orchestra, and choirs preferred.
- Evidence of effective communication skills, leadership potential, organizational skills, relationship building.

Duties and Responsibilities (Direct and Supervisory):

- I. **Teach Enrichment courses in Music Education classes for grades 6-12**
  - A. Per-semester **minimum** requirements and expectations:
    1. Music Education
    2. Basic music instrument instruction
    3. At least one performance per semester
    4. Talent show director (spring semester)

**II. Maintain and Promptly Report Accurate Student Records.**

- A. Administrative responsibilities include – but are limited to – student attendance, grading information, and collaboration with grade-level appropriate Department head and the Principal / Dean of Students concerning general student behavior and performance. .
- B. Communicate successes and concerns appropriately to student(s)’ parent/guardian, grade-level appropriate Department Head and the Principal / Dean of Students. .
- C. Respond to parent communications promptly and appropriately, keeping grade-level appropriate Department Head and the Principal / Dean of Students.
- D. Respond to parent communications promptly and appropriately.

**III. Support School Administrative Team, Faculty Team(s), Students, and Families.**

- A. Attend and participate in scheduled faculty meetings, professional learning communities, professional development programs, departmental collaboration sessions, and curriculum development efforts.
- B. Adhere to policies contained within the Greenwood School Employee Handbook and directives from School Leadership Team.
- C. Provide constructive feedback in Team planning sessions.
- D. Attend School events when available.

**IV. Other Duties and Responsibilities**

- A. **As required/ requested by Head of School, coordinated with faculty member for needs and / or opportunities that may arise.**