

GREENWOOD SCHOOL  
9920 Regency Square Boulevard  
Jacksonville, Florida

POSITION DESCRIPTION

JOB TITLE: Music Teacher

DEPARTMENT: Teaching Staff

REPORTING TO: Head of School / Dean of Students

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

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.

I. 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 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 Dean of Students. .

C. Respond to parent communications promptly and appropriately, keeping grade-level appropriate Department Head and the 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 the 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 the Head of School, coordinated with faculty members for needs and / or opportunities that may arise.