

Job Summary:

The job of Vocational Instructor - Music program is done for the purpose/s of developing and maintaining curriculum to ensure student learning; training students in all areas related to music and procedures so that student learning is enhanced.

Essential Job Functions:

- Conducts interviews of new students and assesses the level of their abilities for the purpose of assuring proper placement in the music program for maximum success, and assessing and monitoring students for adequate progress.
- Determines/orders classroom supplies for the purpose of ensuring that the class runs efficiently and without interruption.
- Develops/implements policies and procedures in individual department(s) for the purpose of ensuring that a smooth operating environment is maintained and is conducive to student learning.
- Develops/maintains curriculum for the purpose of ensuring student learning.
- Gives demonstrations and lectures on techniques and terminology in a classroom/lab environment for the purpose of providing information to students.
- Implements a daily classroom plan for the purpose of keeping the students focused and on-task for the day.
- Maintains records of student attendance and participation for the purpose of evaluating student progress.
- Prepares students for and directs various musical performances throughout the year.
- Teaches music performance-related attitudes and behaviors for the purpose of assisting students to develop lifelong and professional music performance skills.
- Tests/evaluates achievement of students in areas of knowledge and skill for the purpose of determining if sufficient progress is being made.
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Skills, Knowledge and/or Abilities:

- **Skills to:**
 - teach skills to students;
 - organize and present material in group settings;
 - communicate effectively, both verbally, and in writing;
 - operate a computer.
- **Knowledge of:**
 - how to organize and direct musical performances;
- **Ability to:**
 - create and teach vocational curriculum;
 - maintain performance standards;
 - work effectively with students, staff and business contacts.

Experience Required:

- Job-related experience within specialized field with increasing levels of responsibility is required.

Education Required:

- Targeted job-related education that meets organization's prerequisite requirements

Licenses, Certifications, Bonding, and/or Testing Required:

- Valid California Driver's License and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response.
- Hold, or be eligible for, a Vocational Education teaching credential in a field related to Music Performance.

FLSA Status: Non-Exempt

June 2013

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.