

PENDLETON COUNTY SCHOOLS



P.O. Box 888
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Please Post

October 9, 2018

VACANCY NOTICE

POSITION: Extra-Curricular String Instrument Instructor (After School Hours)
Pendleton County Schools

DATE OF EMPLOYMENT: October 17, 2018

TERM OF EMPLOYMENT: 200 Days

SALARY RANGE: Supplemental \$2000.00

APPLICATION DEADLINE: October 15, 2018 (*Note: All application must be received in the Board of Education Office prior to 4:00 p.m. on the day of the deadline.)

QUALIFICATIONS: Teacher Certification in Music PK-AD and employment in Pendleton County Schools with experience and knowledge in string instruments. Applicants who have unsatisfactory evaluations in the past year will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration; additional Minimum Requirements for Applicants Not Currently Employed: applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration; the ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation.

JOB DESCRIPTION: See Attached

APPLY TO: Ms. Nicole Hevener
Director of Human Resources & Student Services
Pendleton County Board of Education
P.O. Box 888
Franklin, WV 26807
Telephone: (304) 358-2207, ex. 122

DISCRIMINATION PROHIBITED: As required by Federal laws and regulations, the Pendleton County Board of Education does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of its education programs and activities. Inquiries may be directed to Title IX and Section 504 Coordinator, Pendleton County Board of Education, at the Board of Education Office, Phone: 358-7065; to the State Elimination of Sex Discrimination Project Coordinator, 558-7864; or to the U.S. Department of Education's Director of the Office of Civil Rights, (215) 596-6795.

<http://www.pendletoncountyschools.com>

**PENDLETON COUNTY SCHOOLS
JOB DESCRIPTION**

String Instrument Instructor (Extra-Curricular)

Qualifications:

- Teacher Certification with an endorsement in Music PK-AD;
- String instrument instructor experience.
- Additional Minimum Requirements: Applicants who have recent unsatisfactory evaluations will not be considered eligible for consideration; applicants who demonstrate unsatisfactory interview performance are not eligible for consideration; and, applicants who receive unfavorable reference recommendations will not be eligible for consideration.
- Additional Minimum Requirements for Applicants Not Currently Employed: Applicants who have been dismissed or who have had their contracts non-renewed for cause by another school district are not eligible for consideration;
- The ability to perform the job duties and responsibilities of the position as contained in the Job Description, with or without reasonable accommodation

Immediate Supervisor: Principal(s)

Terms of Employment: Extra-Curricular Compensation \$2,000/school year

Primary Purpose:

Instruct and manage a string instrument program after school hours. Provide students with an opportunity to participate in extracurricular activities and ensure compliance with all state, district, and school requirements. Plan activities to achieve district, region, and state recognition.

Special Knowledge/Skills:

- Knowledge of overall operation of instrumental music program
- Ability to manage budget
- Knowledge of state and local policies
- Ability to implement policy and procedures
- Strong communication, public relations, and interpersonal skills

Responsibilities and Duties:

Program Planning

1. Instruct students on string instruments at least once weekly during the academic school year.
2. Establish performance requirements, enforce academic requirements, and verify each student's eligibility to participate.
3. Provide for participation at extracurricular events, including concerts, community events, and other activities.
4. Arrange transportation, lodging, and meals for out-of-town events.
5. Comply with federal and state laws, State Board of Education rules, school rules, and board policy for music programs.
6. Obtain and use evaluative findings (including student achievement data) to determine program effectiveness and ensure that program renewal is continuous and responds to student needs.
7. Recommend policies to improve program.

8. Establish and maintain an agreed upon with school administration a location for instruction.

Budget and Inventory

9. Fundraise for all needed expenses including sheet music, instruments, attire, and travel.
10. Compile budgets and cost estimates based on documented program goals.
11. Coordinate fundraising activities and manage funds according to county policy.
12. Ensure that programs are cost-effective and funds are managed wisely.
13. Oversee process of cleaning, repairing, and storing all musical equipment.

Instruction

14. Develop and implement plans for instrumental music program and show written evidence of preparation as required.
15. Prepare lessons that reflect accommodations for individual student differences.
16. Present subject matter according to WV guidelines.
17. Plan and use appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.
18. Conduct ongoing assessments of student achievement through formal and informal testing.
19. Create an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

Student Management

20. Apply and enforce student discipline in accordance with the Student Code of Conduct and student handbook.
21. Accompany and supervise students on out-of-town trips.
22. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.

Communication

23. Establish and maintain open communication by conducting conferences with parents, students, principals, and teachers.
24. Maintain professional relationship with colleagues, students, parents, and community members.
25. Maintain confidentiality.

Personnel Management

26. Other duties as assigned by principals.