

Cantalician Center – Job Descriptions

Music Teacher –Preschool and School Age

GENERAL PURPOSE OF POSITION

Provide music education to preschool and/or school age students with developmental disabilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Development of curriculum, content, materials, and methods of instruction.
- Write specific lesson plans that are creative and demonstrate a variety of instructional methods.
- Engage students in activities that are interesting, meaningful and individualized to reflect students' developmental level.
- Instruction of singing fundamentals, rhythmic movements, and group singing.
- Assessment of students' ability to participate in chorus or instrumental lessons.
- Responsible for the direction of plays, shows, and/or school concerts.
- Select and obtain materials and supplies such as props, musical instruments,
- Help each student to mature academically, emotionally and socially.
- Provide care and instruction to promote a safe environment for students and staff.
- Ensure a clean and orderly work environment.
- Formulate long-term goals and short-term objectives.
- Provide information about each student's progress to appropriate family members and human service professionals via the classroom teacher.
- Ensure that aides and assistants assist with classroom responsibilities as well as during plays or performances.
- At all times assuming responsibility for the management of the class.
- Provide clear and succinct direction to students and staff.
- Utilize Strategies for Crisis Intervention and Prevention (SCIP) procedures in the School Program when necessary.
- Establish and maintain positive communications with family and caregivers.
- Establish an effective data collection and charting system to monitor students' progress.
- Document progress toward goals on the IEP, at specified intervals (e.g., 3 months, 6 months, etc.)
- Maintain a current inventory of CCL equipment and supplies in the classroom. Ensure that equipment and supplies are used appropriately. Submit maintenance requests when necessary to ensure proper functioning of the room and its contents.
- Keep abreast of developments in field by reading current literature and participating in professional conferences.
- Consistently comply with all agency policies and procedures.
- Constantly maintain high professional standards at work with regard to personal behavior and interactions with other staff and families.
- Perform other duties as requested by the Principal and/or Director of Education.

SKILLS AND ABILITIES

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- High level of written and oral communication.
- High level of interpersonal skills.
- High level of behavior management skills.
- High level of knowledge of educational principles, especially those that apply to students with disabilities.
- Possess good time management skills.
- Knowledge of computers to prepare monthly lessons and progress reports and educational materials needed.
- High level of creativity.
- Ability to play at least one instrument, piano or guitar.

MINIMUM EDUCATION AND/OR TRAINING

- Bachelor's Degree in Music Education
- Provisional music teacher certification (either from the New York State Educational Department or accepted by them.) Permanent certification must be obtained and documentation substantiating same provided to the Agency within five years of provisional certification, unless a shorter duration is required by law.
- An acceptable background check (includes fingerprinting).

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation(s).

PHYSICAL DEMANDS

On-the-job time is spent in the following physical activities Show the amount of time by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Stand				X
Walk			X	
Sit		X		
Talk or hear				X
Use hands or fingers, handle or feel				X
Push//Pull		X		
Stoop, kneel, crouch or crawl		X		
Reach with hands and arms		X		
Stair climbing		X		

This job requires that weight be lifted or force be exerted. Show how much and how often by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Up to 10 lbs.				X
Up to 25 lbs.				X
Up to 50 lbs.				X

This job has special vision requirements. Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distant Vision (clear vision at 20 inches or more)
- Color Vision (ability to identify and distinguish colors))
- Peripheral Vision (ability to observe an area that can be seen up and down or to the left and right while eyes
- Dept Perception (three dimensional vision; ability to judge distances and spatial relationship.
- Ability to Adjust Focus (ability to adjust eye to bring an object Into sharp focus)
- No Special Vision Requirements

Specific demands not listed:

Ability to work under pressure and multi-task. _____

WORK ENVIRONMENT

This job requires exposure to the following environmental conditions. Show the amount of time by checking the appropriate boxes below.

Amount of Time

	None	Up to 1/3	1/3 to 1/2	2/3 or more
Outdoor weather conditions			X	

The typical noise level for the work environment is: Check all that apply.

- Very Quiet
- Loud Noise
- Quiet
- Very Loud Noise
- Moderate Noise

Hearing:

- Ability to hear alarms on equipment
- Ability to hear students/individual calls
- Ability to hear instructions from department staff

REPETITIVE MOTION ACTIONS

Number of Hours

Repetitive use of hands	0	1-2	3-4	5-6	7 +
A. Right only					
B. Left only					
C. Both					X

Grasping: simple/light:

A. Right only					
B. Left only					
C. Both					X

Grasping: Firm/heavy:

A. Right only					
B. Left only					
C. Both					X

Fine Dexterity:

A. Right only					
B. Left only					
C. Both					X