



**MISSISSINEWA COMMUNITY SCHOOLS**  
**Westview Elementary**  
**Fine Arts Teacher Position**

**Job Description:**

Provides leadership and coordination for the K-1st grade Art and Music programs in order to provide each student enrolled in the district with varied opportunities in the area of fine arts.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Special/Unique Skill Requirements:**

1. Have a working knowledge of all elementary music and art.
2. Be able to do fundamental maintenance on musical instruments.
3. Have a fundamental operational knowledge of audio recording equipment.
4. Have a fundamental operational knowledge of sound reinforcement equipment.
5. Have a fundamental knowledge of other specific music performance related technology.

**Minimum Qualifications**

1. Minimum of BS Degree in Music, Art, and/or Drama
  2. Thorough knowledge of performance skills.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrate ability to successfully work with kindergarten – first grade students and public.
  - **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to draft simple correspondence and some routine reports. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
  - **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
  - **Computer Skills:** Proficiency in the usage of database software, internet software, e-mail and word processing software. Ability to proficiently use the following programs strongly preferred: ESIS, MS Word, Outlook, and Excel. Ability to type accurately and

- proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions.
  - **PHYSICAL DEMANDS:** 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and could have to climb stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

### **Responsibilities:**

1. Must be innovative.
2. Must have knowledge of developmentally appropriate activities in the area of music and art.
3. Must be a self-starter with the ability to design, plan and implement a new fine arts program for students in kindergarten and first grade.
4. Must be able to work collaboratively with grade level teachers.
5. Evaluate student achievement and adjust instruction accordingly.
6. Teach a variety of vastly different skills in the area of music and art.
7. Management of students while in your classroom.
8. Organize and maintain an inventory of equipment, music curriculum, and supplies and materials.
9. Plan and organize fine arts performances (which could include music concert or art display)
  - a. Scheduling
  - b. Prepare and produce concert programs
  - c. Logistics
  - d. Organize and supervise large groups of students
10. Attend work regularly.
11. Other duties may be assigned as needed.
12. The candidate must love children and the arts. Must be able to communicate positively with parents and community.

*It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)*