

Classroom Management

8. Create classroom environment conducive to learning and appropriate for the physical, social, and emotional development of students
9. Manage student behavior and administer discipline according to GISD board policies, administration regulations, and IEP
10. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Equipment

11. Assist in selection of instructional materials and music equipment

Communication

12. Establish and maintain open lines of communication with parents, students, principals, and teachers
13. Maintain professional relationship with colleagues, students, parents, and community members
14. Use effective communication skills to present information accurately and clearly

Professional Responsibilities

15. Promote professional improvement through reading, research, college courses, membership in professional organizations and staff development
16. Demonstrate behavior that is professional, ethical, responsible, and supportive of GISD mission
17. Compile, maintain, and fill all reports, records, and other documents required
18. Attend and participate in faculty meetings and serve on staff committees as required
19. Comply with district policies as well as state and federal laws and regulations
20. Adhere to the district's safety policies and procedures
21. Maintain confidentiality in the conduct of district business
22. Demonstrate regular attendance in accordance with GISD policy
23. Other duties as assigned by administration

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: computer and software, iPad, various instruments, audio/visual equipment, copier, printer

Posture: frequent standing, stooping, and bending

Motion: pulling, pushing, modeling movement such as dance, modeling instrument playing technique

Lifting: moving media equipment, instruments and other classroom equipment

Environment: possible exposure to bacteria and communicable diseases; occasional district-wide travel

Mental Demands: must be able to maintain emotional control under stress; must be able to communicate effectively, verbally and in written form

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.