



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 049-20**

**OPENING DATE: 01/16/2020**

**CLOSING DATE: Open Until Filled**

**POSITION:** Elementary Teacher-Music

**POSTED: IN/OUT**

**PAY GRADE:** T1, T2, T3

**FLSA STATUS:** Exempt

**POSITION TYPE:** Full Time

**FUNDING SOURCE:** Grant Funded

**DEPARTMENT:** Elementary School

**REPORTS TO:** Principal

**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Provides instruction for elementary students to appreciate the art of music; techniques of music expressions; discover and develop talents for students in the field of music; and to develop knowledge and skills in listening to and reading music. Plans, implements and evaluates instructional activities to improve student success.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Prepares instructional outlines and daily lesson plans covering relevant units of study and specific objectives, activities.
- Teaches skills in music appreciation, harmony and explorations in music and choral music, chorus, choral ensemble) to elementary students.
- Plans a balanced music program and organizes daily class time preparation, rehearsal and instruction.
- Utilizes all types of music literature, including traditional and contemporary, that are appropriate for the ages and skill levels of students.
- Controls the storage and use of school-owned property; makes minor adjustments and requests repairs to instruments as required.
- Establishes and maintains standards of student behavior to provide an orderly, productive environment during practice, group rehearsals and musical performances.
- Plans, rehearses, and directs students in musical programs for school and community.
- Evaluates each student's musical growth and performance, assessing each individual's

contribution to the performance of the group.

- Communicates with parents and school counselor on student progress.
- Participates in faculty committees and sponsorship of student activities.
- Maintains professional competence through in-service education provided by the school, and in self-selected professional growth activities related to music.
- Evaluate methods and instruments for both group and individual instructional programs.
- Assesses the accomplishments of students on a regular basis and provides progress reports as required.
- Independently maintains discipline and control of an assigned class. Promotes student centered discipline and counsels students as needed.
- Selects and requests appropriate books and instructional materials and maintains required inventory records.
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Maintains accurate, complete and correct records as required by law, policy and administrative regulation.
- Assists the administration in implementing all policies and rules governing student life, classroom behavior and conduct.
- Maintains order in the classroom in a fair and just manner.
- Supervises students in out-of-classroom activities as assigned.
- Enhances professional growth and development through participation in seminars, educational workshops, classes, conferences and professional associations.
- Performs other duties as assigned.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- NM Teaching Licensure Level I, II or III in Elementary Education with a current Performance Arts Endorsement.
- Three years progressive work experience in an elementary classroom.
- Must be able to pass a TB screening.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

#### **KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of records management procedures.
- Knowledge of the principles, practices and methods of curriculum development.
- Knowledge of the principles, practices and methods of music education.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in classroom management.
- Skill in preparing reports and correspondence.

- Skill in directing the activities of groups of children; evaluating progress, and maintaining an orderly classroom.
- Skill in writing music lesson plans and using curriculum guides.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work independently and meet strict time lines.
- Ability to supervise and ensure a safe learning environment for children.
- Ability to adapt curriculum to meet the needs of all children including at-risk, special needs, gifted, and culturally diverse populations.
- Ability to exercise independent judgment.

**PHYSICAL DEMANDS:**

- Employee is required to sit, stand and walk.
- Talk, hear sit, stand, walk; uses hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires occasional lifting of up to 50 lbs.

**WORK ENVIRONMENT**

- Work is performed in a classroom environment.
- Frequent interaction with students.
- Noise level is usually moderate.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.