

**PUTNAM COUNTY SCHOOLS  
JOB DESCRIPTION**

**Position:** High School Vocal Music Teacher

**Evaluated by:** Principal/Assistant Principal

**Job Description:** The High School Vocal Music Teacher is assigned to deliver a comprehensive vocal music program in accordance with state law and West Virginia Board of Education and county policies and regulations.

**Qualifications:** Holds or qualifies for a West Virginia Professional or Temporary Teaching Certificate endorsed for music at the grade levels applicable to this assignment (9-12).

**Length of Employment:** 200 Days Plus County Supplements for Extra Duty Assignments

**Responsibilities:** The High School Vocal Music Teacher shall have the following responsibilities and duties:

1. To implement, evaluate and improve the program of study approved by the West Virginia Board of Education in the specialization to which the teacher is assigned.
2. To foster a classroom climate conducive to learning.
3. To utilize instructional management systems models that increase student learning.
4. To monitor student progress toward mastery of instructional goals and objectives.
5. To communicate effectively with the educational community and parents/guardians on a regular basis.
6. To meet professional responsibilities associated with the position.
7. To implement the state and county testing program in accordance with state and county policies.
8. To prepare for and participate in school, local, regional and state vocal music performances, festivals and events.
9. To prepare a budget based on the choral and show choir allocations, spend funds accordingly and maintain accurate financial records of expenditures.
10. To inventory equipment and maintain proper condition and storage of equipment.
11. To provide time for requested parent, student or parent/student conferences.
12. To work with students in the Academic Mentor Program utilizing the county Board of Education's approved guidelines.
13. To complete and submit all reports in a timely manner as required by law, the West Virginia Department of Education, and/or the county Board of Education.
14. To report the presence of any situation that may be harmful to the health and safety of the students and/or staff.
15. To identify and refer for screening and evaluation any child who has learning deficiencies.
16. To advise the principal of the presence of any situation that may require immediate intervention so as not to hinder the instructional program.
17. To complete duty assignments as designated by the principal.
18. To communicate to parents/guardians the progress and/or deficiencies of students.
19. To accept responsibility for the behavior of students assigned.
20. To supervise students at all times in accordance with state, county and school policies.
21. To attend all faculty senate and other required meetings.

22. To fulfill annual continuing education requirements and attend other required training programs.
23. To take student attendance as legally required and in accordance with county policy.
24. To accept reasonable extra duty assignments necessary for a successful school program.
25. To maintain professional work habits.
26. To maintain and upgrade professional skills.
27. To perform other duties as assigned by the principal.