

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Elementary Vocal Music Teacher

**Terms of Employment:** 9 month contract; 183 days

**FLSA Status:** Exempt

**Reports To:** Principal

**Brief Description of Position:**

The Vocal Music Teacher will engage students at varying levels of musical knowledge and ability to develop an appreciation for music.

**Required Qualifications**

- Valid Missouri teaching certification in vocal music K-12
- Demonstrated proficiency in piano and keyboard skills
- Ability to communicate effectively orally and in writing with children and parents

**Preferred Qualifications**

- Minimum of three (3) years successful teaching experience

**Essential Duties and Responsibilities**

- Develops, implements, and coordinates the curriculum in music to provide rich and varied experiences.
- Advises teachers in the selection and use of vocal music instructional materials.
- Coordinates vocal music instruction in cooperation with teachers with other areas of the curriculum.
- Recommends, arranges and carries out in-service workshops and demonstrations on the teaching of vocal music.
- Supervises all region-wide vocal music performances and other music performances of students when they are representing the school.
- Provides leadership in the planning and execution of individual school concerts, recitals, and vocal music performances.
- Serves as a consultant in vocal music to staff members involved in dramatics or dance activities with students.
- Advises on the specifications for the purchase of music supplies and equipment.
- Maintains an inventory on the condition of music equipment and sheet music and provides for the necessary repairs and maintenance.
- Assists in determining needs for additional vocal music teaching personnel, and in recruiting and screening such personnel.
- Serves as a consultant in new facility planning for music instruction or performance.
- Directs and supervises extra-curricular music activities in the schools, such as choral groups.

- Maintains the necessary records for proper management.
- Evaluates student progress on regular basis.
- Prepares and administers the vocal music program budget working with and through appropriate administrators.
- Performs other duties as assigned by the Principal.

**Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: March 8, 2023