

PLEASE POST

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SUBJECT: Vacancy
FROM: Nora Jefferson, Assistant Superintendent
Human Resources/Labor Relations
DATE: November 28, 2007

Notice is hereby given of the following position, which is now available in the Benton Harbor Area Schools. Interested candidates who are qualified and are now employed in the school district may apply for this position, in writing, to the Human Resources Office within ten (10) days, November 28, 2007, through December 11, 2007, of this posting notice.

JOB TITLE: (2) **ELEMENTARY MUSIC TEACHER**
LOCATION: **BENTON HARBOR AREA SCHOOLS**
SUPERVISOR: **BUILDING PRINCIPALS**

MINIMUM QUALIFICATIONS:

1. Valid Michigan teaching certificate.
2. Minimum of five (5) years of successful experience in developing, teaching, and conducting quality vocal groups preferred.
3. Must have high expectations for students to achieve.
4. Proven ability to meet the challenges of an urban-rural, multi-racial, multi-ethnic school district.
5. Other qualifications as the Board of Education may find appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Lead students in classroom music experiences designed to accomplish the objectives stated in the District elementary music curriculum.
2. Develop a schedule of classes in accordance with the Benton Harbor Area Schools music department guidelines and the Teachers' Master Labor Agreement.
3. Provide consultation and assist in the planning, preparation, and presentation of program events at the various schools and for Music Department events.
4. Work with the Director of Music and the music staff in the on-going process of curriculum/program development and revision.
5. Work with the Director of Music in planning inservice programs and demonstrations for classroom teachers and assist in the presentation of these programs.

(OVER)

ESSENTIAL RESPONSIBILITIES:

1. Contribute to the planning of classroom and music experiences, submit plans to the Director of Music on a regular basis, and implement the plans in the classrooms.
2. Provide the schools and classroom teachers with copies of the District lesson plan outline on a timely basis.
3. Consult with classroom teachers and provide information, materials, and suggestions for the continuation of musical experiences in their classrooms.
4. Communicate thoroughly and effectively with staff, students, and parents in order to provide all necessary information so as to insure a properly functioning and effective music program in the Benton Harbor Area Schools.
5. Perform other duties that may be assigned by the Superintendent or designee.

Statement of Assurances

It is the policy of the Benton Harbor Area Schools District not to discriminate on the basis of race, religion, color, national origin, sex, age, marital status, height, weight, or disability in its employment practice as well as in its educational program, activities, and services. The Board reaffirms its policy to comply with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Elliott-Larsen Civil Rights Act, and all other applicable federal and state laws and regulations prohibiting discrimination.

Notice to Applicants with Disabilities

The employer will make reasonable accommodations for employees with disabilities. However, any person seeking such accommodation must do so within 182 days of the time he/she becomes aware of that need.