

**Wentzville R-IV School District**  
**Position Description**  
**Locator: 2.38**

**Position Title:** Lead Teacher – Music – Grades K-12  
**Reports to:** Director of Professional & Program Development

**SUMMARY**

Provides increased communication among teachers and administration; enhances teachers' input; and increases continuity, cohesiveness, and coordination of curricular program and activities resulting in a more productive educational program for students.

**QUALIFICATIONS/REQUIREMENTS**

The Lead Teacher-Music shall hold an appropriate Missouri teacher's certificate and shall have sufficient inter-personal skills to coordinate the professional efforts of co-workers within the schools.

**ESSENTIAL JOB DUTIES**

- Coordinates and articulates curriculum within the content area.
- Together with administrators, teachers, and curriculum specialists, evaluates the strengths and weaknesses of curriculum program and instructional materials.
- Assists in developing, implementing, and evaluating new ideas, methods and techniques.
- Participates in planning and implementation of curriculum changes to best meet student needs.
- Serves as leader and model for other teachers within the content area.
- Keeps the Curriculum Coordinator informed and advised on content area problems, plans and progress.
- Prepares agenda and conducts meetings at least two times per year.
- Assists the Curriculum Coordinator in interpreting the nature of the content area as well as its promotion.
- Coordinates special activities and observances with the content area faculty.
- Attends quarterly meetings as called by the Curriculum Coordinator.
- Collaborates with Grade 9-12 Dept. Chairs for vertical teaming.
- Acts as a consultant for the Curriculum Coordinator with regard to strengths and weaknesses of content area programs and assists in the collection and dissemination of information for reports.

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**OTHER DUTIES AND RESPONSIBILITIES**

Performs other appropriate duties as assigned by the Curriculum Coordinator.

**ADA COMPLIANCE**

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position. Additional duties may be assigned when appropriate.

**TERMS OF EMPLOYMENT**

Salary and work year to be in accordance with the current salary schedule and District Policy.

**EVALUATION**

Performance in this position will be evaluated annually in accordance with the provisions of the District Policy on evaluation of instructional staff.