



FRONTIER SCHOOL DIVISION POSITION DESCRIPTION
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JOB TITLE	Fiddling Instructor
CLASSIFICATION	
DEPARTMENT	
LOCATION	
REPORTS TO	Area 3 Superintendent
STAFF SUPERVISED	
PROBATIONARY PERIOD	Three Months
EFFECTIVE DATE	

POSITION SUMMARY

The Fiddle Instructor works in selected schools providing instruction to students generally in Grade Four and up. The Instructor is a member of the Fiddle Instructor team who works under the direction of the Area Superintendent responsible for the Division’s Arts program and the school Principals. The incumbent also works in cooperation with teachers and Principals in selecting students and planning for in and out-of-school festivals, concerts or jamborees.

QUALIFICATIONS

Education

- Bachelors of Music Degree or accreditation from other qualified sources.
- Valid Manitoba Drivers’ License.

Experience

- Three years experience teaching individuals, groups, classes, clinics, or in private lesson settings.
- Experience in professional live performance.

Knowledge, Skills and Abilities

- Advanced knowledge in music theory and diverse musical styles.
- Knowledge about the instrument being taught (e.g. part names, how to clean/maintain, tuning, basic repair, name brands, models, accessories).
- Knowledge of advanced techniques and useful practice exercises.
- Time management skills (starting and ending lessons on time).
- Classroom management skills.
- Ability to maintain a weekly log of student progress and accomplishments.
- Ability to encourage and support students, while also understanding when and how to discipline students that are not practicing their instrument.
- Ability to establish a personal rapport with the students.

DUTIES AND RESPONSIBILITIES

- Provides daily high quality, standards-based fiddle instruction.
- Works together with other instructors in planning and teaching repertoire and engaging in dialogue concerning skills and classroom approaches.
- Translates lesson plans into learning experiences so as to best utilize the available time for instruction.
- Works with Area Superintendent in Division program planning.
- Evaluates students' growth, keeps appropriate records, and prepares progress reports.
- Identifies student needs and cooperates with other professional staff members to assess and help students solve health, attitude, and learning problems.
- Communicates with parents through conferences and other means to discuss student's progress.
- Maintains professional competence through on-going practice, self directed professional learning activities and those provided by the Division.
- Selects and requisitions books, materials and instructional aids and maintains required inventory records.
- Assists with planning school performances, area jamborees and Divisional events.
- Provides necessary tutoring, small group instruction, or mentoring.
- Ensures smooth operation of classroom instructional functions.
- Implements a variety of strategies to engage students in the classroom.
- Provides structure in the classroom by developing and enforcing rules and expectations.

CONTACTS

Division, Area, and School personnel

WORKING CONDITIONS

Extensive travel to designated schools, festivals, concerts and jamborees.
This position works the school year (school days) with occasional evening activities.

PHYSICAL AND VISUAL REQUIREMENTS

Ability to play an instrument.
Hired to work 6 hours per day in-school teaching.

EQUIPMENT USED

Fiddle and possibly guitar
Sound systems

APPROVED

	March 9, 2012
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Signature, Chief Superintendent

Date

	March 9, 2012
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Signature, Secretary-Treasurer

Date

	March 9, 2012
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Signature, Human Resources Coordinator

Date