

**Jordan School District
LICENSED JOB DESCRIPTION**

Job Title: Music Therapist (361)	Lane Placement: <u>Schedule C</u>
Department / Location: <u>School</u>	FLSA Classification: <u>Exempt</u>
Supervisor's Title: <u>Principal</u>	Contract: <u>184 Days</u>
Special Education Approval: <u><i>Susan Robinson</i></u>	Date: <u>6/1/17</u>
Department Approval: <u><i>Laura J. Johnson</i></u>	Date: <u>6/1/17</u>
ADA Review: <u><i>Janet Master</i></u>	Date: <u>6.7.17</u>
Human Resource Approval: <u><i>Bert Boye</i></u>	Date: <u>6-2-17</u>
Superintendent Approval: <u><i>Johnson</i></u>	Date: <u>6/12/17</u>
Original date: <u>05/17</u>	Revised: _____ Revised: _____ Revised: _____

GENERAL FUNCTION

Under direction of the school principal, the certified **Music Therapist-Board Certified (MT-BC)** provides appropriate music therapy services to students (student/child) based on the student's needs and abilities. Services may be individual or in groups depending on the educational needs of the student. The incumbent also provides support to school staff in developing appropriate educational programs for students with disabilities as required.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Provide appropriate music therapy services to students based on student needs and abilities. Services may be individual or in groups depending on the educational needs of the student as required under Individuals with Disabilities Act (IDEA).
- Collaborate with the special education team in the development and implementation of Individual Education Plans (IEP), intervention/treatment plans and educational transitions. Attend team and IEP meetings.
- Communicate and provide documentation and feedback regarding student evaluations and progress to parents and school team.
- Adapt the physical environment, instruments, materials and activities to meet the specific needs of the student in the appropriate setting.
- Perform appropriate and timely evaluations to assess student needs in the educational setting.
- Collect data to evaluate student progress towards therapy goals.
- Provide in-service and materials to educators, team members, and parents as needed.
- Maintain and track a current inventory. Submit asset inventory to principal or designee at the end of the school year or as directed. Follow District procurement guidelines with administrative approval.
- Provide direction, teach and/or monitor instructional assistants and/or other staff performing supportive services.
- Maintain records and required information in a secure location. Maintain confidentiality of all student information.
- Participate in appropriate educator evaluation procedures as per State and District guidelines in accordance with DP311-Evaluation of Licensed Personnel.
- Maintain professional competence through in-service education activities required by the District and State, as well as self-selected professional growth activities.
- Demonstrate professional ethics as outlined by the Utah Professional Practices Advisory Commission. Represent the District in a professional, ethical and positive manner.
- Attend and participate in faculty/department meetings as required.

- Participate in a reasonable number of faculty committees as requested.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Adhere to contract time.
- Other duties and responsibilities as assigned by the principal/administrator.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Requires a Bachelor's degree or higher from a music therapy degree program approved by the American Music Therapy Association (AMTA) or equivalent; and have successfully completed a minimum of 1,200 hours of supervised clinical work.
- Successful completion of national board certification exam through the Certified Board for Music Therapists (CBMT).
- Requires a valid license through the Utah Department of Professional Licensing (DOPL)
- Requires strong oral and written communication skills with students, parents, and staff.
- Requires strong computer and educational technology skills.
- Requires effective problem solving, organizational, multi-tasking, and time management skills.
- Requires the ability to implement effective teaching strategies.
- Requires the ability to establish and maintain a positive learning environment.
- Requires the ability to calmly handle classroom management issues.
- Requires the ability to establish and maintain effective working relationships with students, parents, school staff, District staff, and patrons.
- Requires the ability to work as a member of a team as well as the ability to work independently.
- Knowledge of State Core Curriculum and Board of Education adopted guidelines.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Machines, Tools & Equipment Used:

- Standard office equipment, educational technology, computers, standard machines used in a teacher workroom.

Physical Requirements – Not limited to the following:

- While performing the duties of this job, the therapist is regularly required to speak. The employee is frequently required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The teacher is frequently required to use hands to handle or feel and may be required to climb or balance.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Requires constant fine-tuned hearing abilities. Occasional vision abilities required by this job include close vision, distance vision, peripheral vision and depth perception.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.