

**SCHOOL DISTRICT OF PHILADELPHIA EMPLOYMENT OPPORTUNITY**

Please Visit Our Website At: [www.phila.k12.pa.us](http://www.phila.k12.pa.us) For A Listing Of All Employment Opportunities With The School District Of Philadelphia

E - Mail: [recruitment@phila.k12.pa.us](mailto:recruitment@phila.k12.pa.us)

AN EQUAL OPPORTUNITY—AFFIRMATIVE ACTION EMPLOYER  
QUALIFIED INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY

**CONTINUOUS FILING OF APPLICATIONS**

**(SEE APPLICATION PROCEDURE ON THE REVERSE SIDE)**

ALL CANDIDATES FOR EMPLOYMENT ARE REQUIRED TO PROVIDE PROOF OF APPLICATION FOR ALL CLEARANCES  
IN ORDER TO RECEIVE RESULTS OF THE SELECTION PROCESS

**0415-7208S—TEACHER OF GENERAL AND VOCAL MUSIC—SECONDARY**

<b><u>SALARY SCHEDULE:</u></b> (10-month)	<b><u>Minimum</u></b>	<b><u>Maximum</u></b>
Bachelor's degree	\$41,111	\$61,634
Master's degree	\$42,321	\$69,300
Master's degree + 30	\$44,968	\$75,572

Eligible candidates from the General and Vocal Music—Secondary list may also be appointed to Middle School positions.

**DUTIES**

Eligible candidates from the General and Vocal Music in a secondary school will provide training in vocal development; provide learning experiences that will relate to the special musical interests of youth; instruct music classes in theory, ear training, harmony, sight singing, composition, and related art classes; organize and conduct glee clubs, a school concert choir, and small vocal ensembles; conduct and/or accompany assembly singing; present musical shows, concerts, and other performances; encourage and arrange for individual student and ensemble participation in regional and Division of Music Education sponsored groups and music festivals; be responsible for maintaining accurate records of and providing security for musical instruments; and perform related duties as required.

**POSITION REQUIREMENTS**

Each applicant must:

1. present a Commonwealth of Pennsylvania Instructional Certificate in Music or a letter from a certification officer stating that all course work leading to such certification will be completed within 90 days from the date of application,  
**OR**
2. present a Commonwealth of Pennsylvania Intern Certificate in Music or a letter from a certification officer stating that the applicant will be issued an Intern Certificate within 90 days from the date of application,  
**OR**
3. present a current instructional certificate in Music from a state other than Pennsylvania. **If you are not certified in Pennsylvania, you should immediately contact the Bureau of Teacher Preparation and Certification to begin the evaluation process at: 333 Market Street, Harrisburg, PA 17126-0333, or by phone at: 717-787-3356.**

**IN ORDER TO BE CONSIDERED FOR THIS POSITION, YOU MUST ATTACH TO YOUR APPLICATION, A COPY OF YOUR CERTIFICATE OR AN ORIGINAL LETTER FROM A CERTIFICATION OFFICER, AND TWO LETTERS OF RECOMMENDATION FROM SUPERVISORY PERSONNEL WHO HAVE DIRECT KNOWLEDGE OF YOUR QUALIFICATIONS**

**HIRING REQUIREMENT**

ALL CANDIDATES MUST PRESENT, **AT THE TIME OF HIRING**, A VALID PENNSYLVANIA CRIMINAL RECORD CHECK, A COMPLETED PENNSYLVANIA CHILD ABUSE CHECK, AN APPROVED PHYSICAL EXAMINATION, YOUR ORIGINAL PENNSYLVANIA TEACHER CERTIFICATE, OR TWO SEPARATE SEALED COLLEGE TRANSCRIPTS WITH RAISED SEALS, AN FBI CLEARANCE. PLEASE REFER TO OUR WEBSITE ADDRESS FOR THE LINK TO FBI CLEARANCE: [www.pa.cogentid.com](http://www.pa.cogentid.com)  
THESE DOCUMENTS ARE VALID FOR ONE YEAR AFTER THE DATE OF ISSUANCE.

**CANDIDATES FAILING TO PRESENT THESE DOCUMENTS WILL NOT BE APPOINTED.**

Note: The Department of Education will not grant the teaching certificate necessary for this position to individuals who have been convicted of certain crimes or who have a record of child abuse.

**0415-7208S—TEACHER OF GENERAL AND VOCAL MUSIC—SECONDARY**

**APPLICATION PROCEDURE**

Qualified applicants are invited to file applications in the Office of Human Resources—Teacher Welcome Center, First Floor, 440 N. Broad Street, Philadelphia, PA 19130-4015 **until further notice or until the needs of the School District are met.** PHONE 215-400-6290/6314. E-MAIL: [recruitment@phila.k12.pa.us](mailto:recruitment@phila.k12.pa.us)

IN THE EVENT THIS POSITION IS REANNOUNCED OR PUT ON CONTINUOUS FILING, CANDIDATES WHO WISH TO RETAKE THE INTERVIEW MAY FILE A NEW APPLICATION. HOWEVER, THEY WILL NOT BE INVITED TO INTERVIEW AGAIN UNTIL AT LEAST 90 DAYS AFTER THE INITIAL SCREENING.

INDIVIDUALS WITH DISABILITIES WHO REQUIRE ASSISTANCE IN FILLING OUT THE APPLICATION SHOULD CONTACT THE ABOVE OFFICE.

INDIVIDUALS WITH DISABILITIES WHO REQUIRE PARTICIPATING IN THE SELECTION PROCESS MUST ATTACH A LETTER TO THE APPLICATION FORM STATING THE NATURE OF THE DISABILITY AND THE TYPE OF ASSISTANCE REQUIRED. MEDICAL DOCUMENTATION WITH RESPECT TO THE DISABILITY CLAIMED AND THE ACCOMMODATION REQUESTED MAY BE REQUIRED ACCOMMODATION REQUESTED MAY BE REQUIRED.

## SELECTION PROCEDURE

Qualified applicants will participate in a screening process which includes an essay evaluation, performance presentation, interview and reference checks.

### PART I: ORAL EXAMINATION

An oral examination will evaluate the candidate's knowledge of principals, practices, and techniques of teaching as well as those personal characteristics related to success in the position.

**Minimum Required score: 80.00**

**Weight: 50%**

### PART II: PERFORMANCE PRESENTATION

Each candidate will be required to:

1. Perform selected sections of prepared piano and vocal solos of varied styles to demonstrate technical proficiency and musicianship;
2. Demonstrate facility in vocal and piano sight reading;
3. Develop an extemporaneous mini-lesson on a given choral score selected by the committee to demonstrate the ability to develop musical concepts;
4. Demonstrate general musicianship, including keyboard harmonization, transposition, matching and identifying pitches, chord analysis, and sight reading rhythmic patterns;
5. Play and sing "The Star Spangled Banner", "America" and "pop" songs of the candidate's choice;
6. Demonstrate a knowledge and skill of choral conducting and training techniques by conducting at sight a recording of a choral work selected by the committee.

**Minimum Required score: 80.00**

**Weight: 50%**

### VETERANS PREFERENCE

The Veterans Preference Act, 51 P.S. § 7101 *et seq.* provides persons who meet the definition of "soldier" under the Act to preference in hiring. Pursuant to the Act, five points will be added to the passing scores of qualified candidates. In order to qualify under the definition of "soldier," the individual must have been honorably discharged and either:

1. have served in any capacity in the armed forces of the United States since July 27, 1953; or
2. have served during a war or armed conflict prior to July 27, 1953; or
3. be the widow or widower of a "soldier"; or
4. be the spouse of a disabled "soldier."

Candidates who wish to assert Veterans' Preference should attach a copy of their DD214 or their spouse's DD214 and supporting documents to their application. Candidates asserting Veterans Preference must present their **original** DD214 at the time of hiring. Failure to do so will result in being denied Veterans Preference. Persons asserting the preference will still be subject to all other conditions of School District employment.

### APPOINTMENT

The names of Pennsylvania certified candidates who are successful in the School District's screening process will be forwarded to the Office of Employment Services for appointment activity.

**Non-certified or out-of-state certified candidates who are successful in the District's screening process will be placed in a qualified pool until they present documents verifying Pennsylvania certification. At that point their names will be forwarded to Employment Services for appointment activity.**

**Eligible candidates from the General and Vocal Music—Secondary list may also be appointed to Middle School positions.**

If a certificate is required for this position, all candidates must present the original of the required certificate at the time of hiring. Failure to present any required documents will result in the candidate's being passed over for hiring.

If the hiring of a bilingual candidate best meets the needs of a school or work location, the School District of Philadelphia reserves the right to hire the first such candidate whose name appears on the eligible list established as a result of this examination. Current School District of Philadelphia needs for bilingual appointments include applicants who speak fluent English and fluent Spanish, Vietnamese, Chinese, or Russian. The hiring of all bilingual candidates will be preceded by the satisfactory completion of a proficiency examination in the qualifying foreign languages.

**Five additional score points will be added to the scores of those candidates who are currently long term substitute teachers with the School District of Philadelphia on step 6 or higher of the long term substitute salary schedule by the first day of the selection process if they receive a final score of 80.00 or above.**

**Five additional score points will be added to the scores of those candidates who have successfully completed their student teaching in a School District of Philadelphia school if they receive a final score of 80.00 or above in the selection process.**

**Three additional score points will be added to the scores of those successful candidates who have completed the Philadelphia Urban Seminar offered by Indiana University of Pennsylvania. Candidates must attach a transcript from Indiana University showing this course or a letter from the Dean of Indiana University stating that they have successfully completed this seminar. Applicants who are eligible for points for either long term substitute or student teaching experience with the School District of Philadelphia are not eligible for these seminar points. Applicants interested in this seminar should contact Dr. Monte Tidwell or Dr. Larry Vold at 412-357-2485.**

### CONDITION OF SCHOOL DISTRICT EMPLOYMENT

NEW EMPLOYEES MUST SHOW PROOF OF AMERICAN CITIZENSHIP OR PROOF OF LEGAL RESIDENCE IN THE UNITED STATES AS A CONDITION OF EMPLOYMENT WITH THE SCHOOL DISTRICT OF PHILADELPHIA.

**IF YOU ARE HIRED AS A PROVISIONAL EMPLOYEE, YOU MUST SUCCESSFULLY COMPLETE THE SELECTION PROCESS IN ORDER TO CONTINUE YOUR EMPLOYMENT WITH THE DISTRICT AND TO ACCRUE PROPER SENIORITY.**

Please note that an employee's attendance, punctuality and performance are important factors to be considered in the selection procedure. Applicants who have been subjected to disciplinary action or who have documented records of unsatisfactory work performance may not be appointed from the eligible list established as a result of this examination.

### SECTION 8-301

Section 8-301 of the City Home Rule Charter states that:

"Except as otherwise provided in this Charter, no person shall hold more than one office or position of profit, whether elective or appointive, under the City and no such person shall hold such office or position while holding any other office or position of profit in or under the government of the United States, of the Commonwealth of Pennsylvania, or any ex office held by virtue of another office or position."