



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

General Information

Applications are now being accepted from qualified licensed staff for part-time hourly Licensed Music Teacher positions for the 2025-26 school year in Saint Paul Public Schools Department of Alternative Education (DAE) Extended Day for Learning (EDL) programs.

EDL programs run October – May and offer academic support and applied academic courses after school. For program information, including dates, times, locations, and FAQs go to www.spps.org/alted.

Applications must be submitted at spps.org/hr.

Position Summary

EDL Instrumental Music Licensed Teachers offer small group lessons and/or full group rehearsal opportunities to students in grades 4-8. Instruction may include traditional instruments found in band and orchestra as well as piano, guitar, ukulele, digital music and world drumming at select schools. Teachers/Instructors arrange for 1 or 2 music performances each semester scheduled during EDL program hours. Performance format may include an informance, recital or concert.

Reporting Relationship

Report to Site Administrator, EDL Licensed Site Leader, EDL Coordinator, and Department of Alternative Education Staff.

Minimum Qualifications

- Current Minnesota grade level and content area teaching licensure. Required Licensure: MN K-12 teaching license by appropriate grade level and content area.

OR...

- Four year undergraduate degree and ability to obtain MN Tier 1 or Tier 2 Teaching Licensure, per [Minnesota Department of Education \(MDE\) requirements](http://www.mde.state.mn.us/teaching/requirements).

Knowledge, Skills & Abilities

- Experience working with diverse populations of students and families.
- Ability to design and implement standards-based curriculum.
- Ability to navigate digital learning platforms.
- Knowledge of culturally responsive teaching and learning.
- Collaborative skills.
- Good oral and written communication skills.



- Knowledge of student assessment tools

Conditions of Employment

- Out-of-District and noncurrent SPPS staff must complete the SPPS employment paperwork prior to student contact.
- Employment offers are for the current EDL session only.
- Licensed Music Teachers are expected to work the entire EDL session.
- Employment in the EDL program is at will.

Responsibilities

The essential job functions include, but are not limited to, the following fundamental duties:

Teaching

- Complete an EDL Music Course Planning Template and implement the plan throughout the year.
- Complete Continual Learning Plans (CLPs) for each student who has attended one or more times.
- Implement the EDL curriculum, teach using best instructional practices, and assess to inform instruction and learning.

Collaborating

- Work with the EDL Licensed Site Leader to ensure the effectiveness of the program.

Administration

- Record daily student attendance using Campus.
- Maintain materials and complete inventory.
- Remain current on EDL website information regarding curriculum and instructional support and EDL procedural policies.

Training

- Attend all required meetings and training.

Performs other related job duties as assigned.

Compensation & Hours

- Compensation for Licensed Music Teachers is the EDL hourly rate of pay under Appendix D in the Teacher labor agreement.
- Licensed Music Teachers will work for 2.5 hours per EDL Session. Additional compensation will be based on the instrument inventory management and responsibilities by EDL site.
- Compensated for training at the contracted workshop rate of pay specified in the teacher labor agreement with Saint Paul Public Schools for:
 - o Set-up meeting
 - o 3.5 hours per course, per year to create and maintain a Course Planning Template for the course(s) they will be teaching
 - o Participating in two mid-year workshops
- All EDL employees are paid biweekly.



Saint Paul
PUBLIC SCHOOLS

DAE, LICENSED, TEACHER
MUSIC

Bargaining Unit: 60

Job Code: 770

Effective Date: August 2025

Inclement Weather or Other Cancellations

Extended Day for Learning (EDL) staff are paid only for hours worked on days the program is in session.

Other Information

Criminal Background Investigation - Criminal Background investigation will be completed as a condition of hire for all new employees and for former employees who have not been employed by the District for more than six months.

Equal Opportunity Employment

Saint Paul Public Schools is an equal opportunity employer and is committed to an inclusive workplace.

Equity Statement

SPPS is committed to an equitable workforce where all employees represent this commitment through equitable practices in their job position.