

# **CITY OF AUGUSTA**

## **Department of Public Schools**

### **JOB DESCRIPTION**

**TITLE:** Music District Coordinator (k-12)

**REPORTS TO:** Building Administrators

**JOB GOAL:** To coordinate the work of the Music department, for improving the quality of instruction, and encouraging the professional growth and development of the teachers.

#### **QUALIFICATIONS:**

1. Five years of successful teaching experience appropriate to the position
2. Evidence of leadership skills and initiative
3. Master's degree preferred, or agreement to pursue such degree
4. Knowledge and ability in curriculum development with strong organizational skills
5. History of active participation in the professional realm

#### **PERFORMANCE RESPONSIBILITIES:**

- Consults in the annual review and development of the district wide Music budget
- Serves as a liaison between department members and school administration and appropriate coordinators specific to curriculum, implementation and instruction
- Supports the vision and mission of the school and ensures departmental procedures and practices remain consistent with that vision
- Participates in interviewing and selection of new teachers in the department
- Facilitates regular department meetings and represents department at various committees/open house or parent nights
- Coordinates selection and inventory of instruction materials/needs within the department
- Assists in the coordination and delivery of professional development
- Supports and mentors new department teachers and substitutes
- Provides leadership in the utilization of data to inform instruction and develop department goals
- Keeps informed of new trends and programs in the field of music and proposes changes to program of studies, advocating as needed
- Leads the department in writing/mapping the Music curriculum, understanding content standards and assessment development

- Ensures courses are aligned to the Maine Learning Results Standards and lead to proficiency based learning
- Keeps department informed of student growth opportunities, potential professional development offerings, assessment schedules and other relevant updates
- Creates/coordinates a district wide music calendar and provides publicity for music events
- Works with building administrators in scheduling of district wide music staff
- Performs all other appropriate duties as assigned

**TERMS OF EMPLOYMENT:**

Administrative Stipend Position, hours and work schedule may necessitate additional hours beyond the school year to fulfill departmental duties

**EVALUATION:**

The Building Administrator(s) or designee will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

***External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of reasonable accommodations to be determined by management on a case by case basis.***

Approved by: \_\_\_\_\_  
Superintendent of Schools

Date: \_\_\_\_\_