

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

12/2019	<b>COORDINATOR, DISTRICT MUSIC AND DRAMA</b>	3.10.2
Effective Date	Job Title	Index

### **PURPOSE**

Plans and coordinates the development, implementation, and evaluation of curriculum for the District's Music and Drama Program. Assures curriculum meets the District's educational goals. Supervises and evaluates assigned music teachers.

### **RESPONSIBILITIES**

Providing vision and instructional leadership for the District music and drama programs, including writing, reviewing, and editing of program goals, objectives, and instructional guides.

Supervising and evaluating assigned music teachers; assisting principals in evaluating other music teachers upon request.

Advising teachers in the selection and use of instructional materials, including music method books, sheet music, recordings, and other instructional materials.

Developing a coherent professional learning and leadership strategy for music teachers in collaboration with district leadership.

Performing model teaching on musical instruments and group rehearsal procedures.

Producing adjudicated festivals and District-wide music performances.

Organizing and developing the District Music and Drama Adoptions.

Advising on the specifications for the purchase of music equipment and providing input on school construction projects related to music and drama facilities.

Conferring with music teachers on the condition of music equipment; recommending necessary repairs and maintenance, developing and implementing the district music inventory procedures.

Participating in determining needs for additional music and theatre teaching personnel.

Recruiting, screening, and interviewing all music applicants; theatre as requested.

Monitoring and communicating adjustments of elementary music FTE to Human Resources as needed.

Assigning and facilitating the scheduling of itinerant music teaching personnel.

Preparing and monitoring the music program budget.

Developing the District Music and Theater Arts annual calendar. Arranging and scheduling special music performances to strengthen the instructional program.

Overseeing communication and materials generated by the program office (including web pages, festival programs, etc.).

Effectively representing the District program to external organizations.

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Using data to evaluate the program.

Performing other related duties as assigned.

### **MAJOR PLANNING REQUIREMENTS**

Prepares short and long-range plans for the development of the music and drama program.

Develops the District music and drama calendar annually.

### **KEY RELATIONSHIPS**

Assistant Superintendent: Reports to this position.

Itinerant Teachers. including band, orchestra, and general and instrumental music teachers: Supervises these positions.

Full-Time Music Teachers: Provides technical training, including in-services, curriculum development, scheduling, program development, and problem solving.

Principals: Coordinates music and drama program operations.

### **MINIMUM QUALIFICATIONS**

Master's degree or equivalent training in curriculum, instruction, and leadership in music.

Work Experience: Minimum of ten years of successful classroom teaching and demonstrated leadership.

Certification:

- Must have a valid Oregon Professional Administrator License or be able to obtain a suitable license from the Oregon Teacher Standards and Practices Commission.
- Within the first year of employment, must qualify for adjudication certification at the 6A level, as administered by the Oregon Band Directors Association

### **TERM OF EMPLOYMENT**

12 months.

### **SALARY LEVEL**

Administrator Salary Schedule, Grade 206A

### **WORKING CONDITIONS**

The position generally works in an office environment with frequent travel to schools and evening meetings and concerts.

***Salem-Keizer Public Schools is an equal opportunity employer.***