

# STOCKTON UNIFIED SCHOOL DISTRICT

## COORDINATOR OF MUSIC EDUCATION

### DEFINITION

Provide leadership and coordination in the development and implementation of the district-wide music program; perform related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Director of Curriculum/Professional Development and exercise direction over assigned certificated and classified staff.

### EXAMPLES OF DUTIES – Duties may include, but not be limited to, the following:

- Work with elementary and secondary music teachers to develop and implement the District's K-12 music programs
- Organize and coordinate district-wide music programs, including the annual Music Showcase and the Summer Performing Arts Institute
- Plan and implement staff development on the California State Standards for the Visual and Performing Arts and the implementation of the standards in the district's core curriculum.
- Plan and implement staff development for music teachers on standards based lesson planning and classroom management for music classes.
- Plan and conduct music faculty meetings.
- Implement technical and cognitive coaching skills to assist music and visual and performing arts teachers with implementation of standards based lessons and reflection upon lessons taught.
- Serve as a resource for elementary classroom teachers on integrating music and visual and performing arts education into the core curriculum
- Work with site administrators to develop balanced music programs in all schools
- Evaluate the elementary music teachers and assist site administrators in evaluating secondary music teachers
- Make elementary music teacher assignments
- Compile data pertaining to music class enrollment and assist in the scheduling of music classes
- Prepare and monitor the discretionary music budget and review all fine arts expenditures
- Maintain an inventory of District-owned musical instruments for the elementary music program and allocate instruments to schools
- Arrange for the repair and replacement of musical instruments
- Maintain and expand the music library for elementary music teachers
- Perform related duties as assigned

### QUALIFICATIONS

#### Knowledge of:

- Instrumental, choral and classroom music teaching methods and rehearsal techniques
- National Standards for Music Education and other MENC sponsored publications
- Music education research, theory and practices
- Administrative principles and practices
- Record keeping practices, including those needed for budget administration
- Visual and performing arts standards

#### Ability to:

- Communicate effectively orally and in writing including public presentations
- Perform at a semiprofessional level on a major instrument (or voice)
- Demonstrate the primary band and orchestra instruments
- Work effectively with others to develop and implement the District's music and visual and performing arts program

Education and Experience:

- Bachelors of Music Degree required
- Master of Arts or advanced degree of equivalent standards from a recognized college or university preferred or completed within one (1) year from the date of hire.
- Three (3) years of successful music teaching experience, preferably to include vocal and instrumental music at both the elementary and secondary levels.
- Leadership capacities working with teachers and administrators.
- Working with ethnically diverse populations

Licenses or Certificates:

- Single Subject Music teaching credential
- Appropriate California administrative and/or supervisory credential
- First Aide and CPR Certificates are required and must be obtained within sixty (60) days from date of hire
- Possession of a valid California driver's license

**WORKING CONDITIONS:**

Physical Demands:

Employees in this position must have/be able to:

- Enter data into a computer terminal and operate standard office equipment.
- Hear and understand speech at normal levels and on the telephone with or without hearing aids.
- See and read a computer screen and printed matter with or without vision aids.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others.
- Sit for extended periods of time.
- Bend at the waist.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Salary Placement:

Management Team Salary Schedule

Tier 6, Range 01

12-month work year

Board Approved: 04/05/00

Management re-alignment 03/01/19

\*Changed from USA to Management per settlement agreement date: 03-24-06.