

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Program Manager, K-12 Music	REPORTS TO:	Director, Visual and Performing Arts
DEPARTMENT:	Visual and Performing	CLASSIFICATION:	Certificated Management
FLSA:	Exempt	SALARY GRADE:	028 AASD
ISSUED DATE:	November 13, 2007		

BASIC FUNCTION:

Oversee all music, instrumental, and vocal instruction (K-12); supervise assigned staff.

REPRESENTATIVE DUTIES:

E = Essential Functions

Oversee K-12 vocal and general music instruction; coordinate vocal and general music needs with sites. *E*

Assist in implementing standards-based curriculum in music K-12; assist in development of assessment tools for music K-12. *E*

Administer the Elementary Instrumental Music Program, including supervision of itinerant personnel. *E*

Coordinate professional development for instrumental music teachers; provide resource materials. *E*

Serve as district resource for school sites providing instrumental music instruction; coordinate schedules and assignments. *E*

Maintain inventory of district-owned musical instruments, including acquisition of new instruments and repair and maintenance of existing inventory. *E*

Assist site administrators with hiring, observation, visitation, and/or evaluation of music teachers. *E*

Oversee program budget, including purchase of new instruments and new state arts funding as it relates to elementary instrumental music, program supplies, and teacher mileage reimbursement. *E*

Act as a resource to district staff, parents, and the community. *E*

Organize elementary, middle, and high school honor band, orchestra, and choral concerts; coordinate district solo/ensemble festival. *E*

Coordinate music instruction at district arts magnet schools. *E*

Supervise all music textbook adoptions. *E*

Supervise the maintenance of a variety of files, records, and databases. *E*

Act as a district liaison to local, state, and national groups, universities, and foundations in the area of instrumental music. *E*

Collaborate with community arts organizations for partnership opportunities for K-12 music. *E*

Coordinate workshops and other professional development opportunities to improve learning in K-12 music. *E*

Assist in developing proposals for grants and other non-district funds related to instructional improvement programs. *E*

Select, supervise and evaluate assigned certified and classified staff. *E*

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a master's degree and seven years of experience in choral and instrumental music, preferably in K-12 education.

LICENCES AND OTHER REQUIREMENTS:

Valid California driver's license.

Possession of Administrative Services Credential or willingness to concurrently earn this credential through participation in an administrative internship credential program while in the assignment. An administrative certificate, credential, permit, or proof of eligibility for an administrative intern permit from an approved university must be on file with the Human Resource Services Division prior to starting the assignment.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Effective teaching strategies for K-12 vocal and music instruction.
National and state guidelines for effective music education K-12.
Curriculum development in relation to the implementation of state VAPA standards.
California Ed Code and district policies and procedures.
Technology in relation to music education and administrative tasks.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Operation of a computer and assigned software.

ABILITY TO:

Oversee K-12 vocal and general music instruction.
Implement standards-based curriculum and develop assessment tools.
Evaluate music teachers.
Oversee program budget, including equipment acquisition, inventory and repair.
Coordinate the work of others.
Provide presentations and written reports to Board and other district administration.
Communicate effectively and maintain cooperative relationships.
Maintain accurate records and provide statistical reports.
Maintain current knowledge of applicable provisions of applicable federal, State and District laws, rules and regulations.
Interpret, apply and explain rules, regulations, policies and procedures.
Operate a computer and assigned office equipment.
Meet schedules and time lines.
Work independently with little direction.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor office environment, school site and outside agency locations.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports; ability to lift up to 30 pounds.

Job Code 1518

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