

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Specialist, Instrumental Music	<b>REPORTS TO:</b>	Director, Visual and Performing Arts
<b>DEPARTMENT:</b>	Visual and Performing Arts	<b>CLASSIFICATION:</b>	Certificated Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	024 AASD
<b>REVISED DATE:</b>	June 3, 2008		

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**BASIC FUNCTION:**

Work with administrators, teachers, central office personnel, parents, students and the public to provide support and leadership for all aspects of the district's instrumental music curriculum; coordinate and implement the Elementary Instrumental Music Program, including supervision and evaluation of personnel.

**REPRESENTATIVE DUTIES:**

**E = Essential Functions**

Assist VAPA Director in overseeing instrumental music (K-12) districtwide. *E*

Coordinate and implement the Elementary Instrumental Music Program, including selection, supervision, and evaluation of assigned certificated staff. *E*

Lead professional development for instrumental music teachers. *E*

Plan, organize, and implement Board of Education policies and instructional standards for instrumental music K-12. *E*

Serve as district resource for school sites providing instrumental music instruction. *E*

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

Work with a variety of partnerships including Community Council for Music in the Schools for the furtherance of instrumental music throughout the district. *E*

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

Organize district instrumental music concerts and festivals K-12. *E*

Assume responsibility of Director, Visual and Performing Arts in his/her absence.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a BA or BS in Music Education with instrumental emphasis and 5 years successful instrumental music teaching experience in schools. MA or MS in Music Education with instrumental emphasis, experience coordinating elementary music programs, and/or previous educational administration experience is preferred.

**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.

Preference will be given to candidates holding a valid California Single-Subject Credential in Music.

Credential must be registered with the Human Resource Services Division by the closing date or a copy submitted with the application by the closing date.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Effective teaching strategies for instrumental music K-12.

State guidelines for effective music education K-12.

Program administration.

Curriculum development in relation to the implementation of State VAPA Framework and Standards.

Grant writing.

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:**

Evaluate instrumental music teachers.

Lead professional development and conduct workshops.

Oversee instrumental music budget, including equipment acquisition, inventory and repair.

Design and implement elementary instrumental music program (including scheduling and monitoring of teachers).

Organize and supervise music festivals and honor concerts.

Provide presentations and written reports as necessary.

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 or collaboratively as situations require.

**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.