

Job Description

Title: **Instrumental Music Department Head 4-12**

Responsible To: Director of Secondary Education

General Description: The Instrumental Music Department Head provides district leadership, coordination, and advocacy in the area of instrumental music.

Responsibilities in addition to classroom teaching duties:

1. Assists the Curriculum and Instruction_MEP Facilitator in the monitoring, developing, communicating and assessing the delivery of department curriculum (this may include classroom visitations especially during Phase II and Phase III of the MEP process).
2. Provides support to instrumental music teachers including additional support for new instrumental music teachers as needed.
3. Supports the implementation of the District mission and Strategic Plan.
4. Promotes the coordination and articulation of the curriculum within and between buildings.
5. Communicates with the instrumental music teachers, Curriculum and Instruction_MEP Facilitator and administrators as needed.
6. Assists principals to schedule traveling teachers at various sites.
7. Coordinates district recruiting and display activities for elementary band/orchestra with staff and music stores.
8. Coordinates instrumental music rental program, Coordinates instrumental music repair, and piano tuning.
9. Coordinates updating the instrumental music inventory with the Curriculum and Instruction_MEP Facilitator and Media Department Head, prioritizing replacement of equipment, and determining future instrumental purchases through the MEP Curriculum Cycle.
10. Assists the Curriculum and Instruction_MEP Facilitator and Director of Secondary Education with the instrumental music budget process.
11. Represents the department with various groups including parents, vendors (music stores, etc.), Curriculum and Instruction_MEP facilitator for music, and administrative staff.
12. Works with the Curriculum and Instruction_MEP facilitator and Director of Staff Development to plan for inservice needs of the department as needed.
13. Provides input to Human Resources in regard to selection of instrumental music teachers.
14. The District may provide one period of release time from classroom teaching or supervision duties for the performance of department head duties.

- 15. The District may provide up to six days of release time for the department head to visit buildings and/or to perform district department head duties.
- 16. Other responsibilities as assigned.

Length of Contract: Teacher Contract

Salary: Extra Duty Schedule

Qualifications:

- 1. Education Level: Master’s Degree or evidence of satisfactory progress toward its attainment
- 2. Certification or Licensure: Valid Nebraska teaching certificate
- 3. Experience desired: Instrumental music teaching experience
- 4. Other requirements:
 - * Evidence of leadership responsibilities preferred
 - * Ability to work cooperatively with department members and administrative staff
 - * Communicates effectively

Special Requirements:

	Occasional <u>1 - 32%</u>	Frequent <u>33 - 66%</u>	Constant <u>67% +</u>
1. Standing		X	
2. Walking		X	
3. Sitting		X	
4. Lifting <u>50</u> lb max.		X	
5. Carrying <u>50</u> feet		X	
6. Pushing / Pulling.....		X	
7. Climbing / Balancing.....	X		
8. Stooping / Kneeling / Crouching / Crawling	X		
9. Reaching / Handling	X		
10. Speaking / Hearing			X
11. Seeing / depth perception / color			X

The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Responsibilities and duties assigned are at the discretion of the supervisor and building principal (or superintendent).

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____