

## **Job Description**

**Title:** **Vocal Music Department Head 6-12**

**Reports to:** Director of Secondary Education

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

### **Responsibilities in addition to classroom teaching responsibilities:**

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 vocal music teachers including additional support for new vocal music staff 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. Assists with and coordinates the compilation of district vocal music inventory.
6. Works with the Curriculum and Instruction MEP facilitator and Director of Staff Development to plan for inservice needs of the department.
7. Represents the department with various groups.
8. Communicates with vocal music teachers, Curriculum and Instruction MEP Facilitator and administrators as needed.
9. The District may provide one period of release time from classroom teaching or supervision duties for the performance of district department head duties.
10. 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.
11. Other responsibilities as assigned.

**Length of Contract:** Teacher Contract

**Salary:** Extra Duty Schedule

### **Qualifications:**

1. Education Level: Masters Degree or evidence of satisfactory progress toward its attainment
2. Certification or Licensure: Vocal music teaching experience

3. Experience desired: Vocal 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>30</u> lb max. ....	X		
5. Carrying <u>30</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: \_\_\_\_\_

Millard Public Schools

Revised:  
January 31, 2014