

# MODESTO CITY SCHOOLS

Job Description

JC# 3011

## DISTRICT CHAIRPERSON, VOCAL MUSIC, K-8

### OVERALL RESPONSIBILITY

Under general supervision, provide leadership, direction, and technical assistance for teachers of vocal music in grades K-8 in addition to a regular teaching assignment.

### SPECIFIC RESPONSIBILITIES

1. Serve as chairperson of the elementary (K-8) vocal music teachers and develop the schedule of assignments for each of the vocal music teachers.
2. Assist in the selection of K-6 vocal music teachers.
3. Assist in the evaluation of K-6 vocal music teachers.
4. Assist in the selection and evaluation of junior high school vocal music teachers upon request.
5. Observe and assist K-6 vocal teachers in their instructional program.
6. Prepare and allocate district-wide music budget, K-6, and maintain records of disbursements.
7. Maintain an up-to-date inventory of pianos in the elementary and junior high schools, and be responsible for their tuning and repair.
8. Assist each building principal in matters pertaining to the vocal music program in each elementary school.
9. Plan and coordinate K-8 District-wide vocal music events.
10. Convene meetings as required or necessary.
11. Prepare reports as required.
12. Assist in formulating and administering District policies and programs pertaining to vocal music program.
13. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
14. Perform other related duties as assigned.

### WORK YEAR

Teacher Work Year

### SALARY

Management Stipend Schedule

## **DISTRICT CHAIRPERSON, VOCAL MUSIC, K-8 (continued)**

### **QUALIFICATIONS**

#### **Knowledge/Ability**

##### Minimum Requirements:

Knowledge of state fine arts framework, research, and effective music programs.

Knowledge of and ability to apply effective supervision methods and strategies.

Ability to understand and implement complex oral and written directions given in English.

Ability to compose clear, concise and complete correspondence independently using correct grammar, syntax, spelling, and punctuation.

Ability to work effectively and efficiently without close supervision.

#### **Experience**

##### Minimum Requirement:

Successful experience as a music teacher.

#### **Education/Credential**

##### Minimum Requirements:

B.A. Degree.

Valid teaching credential in the special subject area of music.

##### Desirable Qualification:

Administrative credential preferred.

### **REPORTS TO:**

Director, Curriculum and Staff Development, K-6

Board Approved: 3/30/92

Revised: 10/1/07

Cabinet: 11/27/07

Board Approved: 12/17/07