

WEST COVINA UNIFIED SCHOOL DISTRICT

SPECIALIST – MUSIC PROGRAM

Brief Description of Position:

Under the direction of the appropriate administrator(s)/supervisor(s), the Specialist is directly responsible for planning, coordinating, and organizing various music instruction activities and assist with program design and delivery systems to ensure optimal opportunities for student growth; create a flexible grade-level appropriate music program and environment favorable to learning; establish effective rapport with pupils to motivate them to develop skills, attitudes, and knowledge necessary to provide a solid music foundation for students and meet the Visual and Performing Arts (VAPA) content standards for California in music; and to do other related functions as directed.

Directly Responsible To:

Appropriately assigned supervisor(s)/administrator(s)

Immediate Subordinates:

Staff as appropriately assigned

Major Duties and Responsibilities:

1. Coordinate the functions and activities of the music curriculum, instruction design, and delivery systems
2. Responsible for the music performing arts instruction and education, including but not limited to, instruction for strings, winds, band, choir, show choir, or general music ensemble aligned to the VAPA Content Standards for California in Music
3. Develop and execute lesson plans that are engaging, comprehensive, and developmentally appropriate
4. Plan a balanced music program and organize preparation, rehearsal, and instruction within the allotted time
5. Provide instruction and learning experiences designed to motivate, encourage, and promote an appreciation and exploration in the field of music
6. Differentiate music curriculum to meet the needs of individual students
7. Monitor student progress and provide feedback to ensure student success
8. Establish and maintain standards of student behavior to provide an orderly and productive learning environment during classes, practices, rehearsals, and performances
9. Establish a schedule of instructional activities for each school site and provide information to staff
10. Collaborate with staff and administration in planning and organizing performances and other music related events
11. Plan, rehearse, and direct students in musical events, performances, and programs
12. Responsible for care of district-owned music, musical instruments, and equipment to prevent loss and/or abuse
13. Make minor adjustments and request repairs or musical instruments when necessary and in a timely manner
14. Provide technical and clerical support to the music program as necessary
15. Provide leadership and expertise in assessing, identifying, formulating, and implementing the District music goals and objectives in compliance with state and federal legal mandates and guidelines
16. Establish communication feedback systems and processes for monitoring and auditing the music program functions
17. Plans, organizes, and assists in the direction of various District music events, activities, and the program
18. Assists in the planning and conducting of research and development activities, including the projecting, planning, and forecasting of future music programs, functions, and activities
19. Assists in the recruitment and selection of staff assigned to the music program
20. Perform other related duties as assigned

Knowledge of:

- Conflict resolution strategies and team building principles and techniques
- Organization, planning, and evaluation strategies, techniques, and procedures
- Curriculum and instruction design, methodology, and delivery systems for Music
- Normal school rules, routines, and practices
- Comprehensive organization, activities, goals, and objectives of the Music program
- Principles, techniques, strategies, goals, and objectives of public education
- Philosophical, economic, and legal aspects of public education
- Modern innovative and creative curriculum and instructional trends
- Result and performance evaluation pertaining to the Music program and personnel
- Effective collaborative protocols
- Applicable federal, state, and county laws, codes, regulations, policies, and procedures
- Related Board of Education policies, regulations, and district procedures
- Interpersonal skills using tact, patience, and courtesy
- Budget preparation and control
- Instructional practices and behavior management techniques
- Program development and design
- Current research principles and practices
- Effective oral and written communication skills
- Interpersonal skills, using tact, patience and courtesy
- Operation of a computer and other office equipment

Ability to:

- Plan, organize, and provide assistance with the District Music program
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Work independently with little direction
- Plan, schedule, and organize work
- Prepare comprehensive narrative and statistical reports related to the Music program
- Remain current on trends and developments in the music field
- Work confidentially, with discretion and with staff, parents, students, and the community
- Effectively work with a diversity of individuals
- Provide positive and proactive leadership
- Support the goals and objectives of the Governing Board, Superintendent, and Cabinet
- Evaluate and analyze complex problems, issues, and concerns, recommend appropriate alternative solutions
- Communicate effectively in oral and written form, utilizing a simplistic communication mode in ensuring understandable and thorough communication
- Establish and maintain cooperative organizational, public, and educational community relationships
- Analyze situations accurately and adopt an effective course of action
- Exercise good judgment
- Meet schedules and timelines
- Direct, motivate, train, supervise, evaluate, and/or counsel assigned staff
- Manage budgets and other resources in support of the goals of the Music program

Experience/Education:

Any combination of experience and training that would likely provide the required knowledge and skill

- Graduation from high school or equivalent;
- Successful experience teaching music to school-age children
- Demonstrated proficiency in basic skills as required by the District

Licenses/Other Requirements:

Must possess a valid California Driver's License during course of employment; must be insurable at standard rates and maintain such insurability during the course of employment

Working Conditions:

Must possess a valid California Driver's License during course of employment; must be insurable at standard rates and maintain such insurability during the course of employment

Annual Work Days:

202 days per year

Adopted: 05.09.2023