



EMPLOYEE NAME: _____

Revised: 7/85; 3/86; 2/88; 1/89; 1/91; 2/91; 3/93, 11/93;
12/94; 3/95, 2/96; 2/98; 3/01; 12/02; 7/04;
6/05; 9/05; 8/06; 4/08; 10/12; 2/13; 6/18; 9/20

JOB DESCRIPTION

POSITION TITLE: Supervisor, Instrumental Music	JOB CODE: 620A
DIVISION: Academics – Teaching & Learning	SALARY SCHEDULE: Annual Central Office Personnel
DEPARTMENT: Applied Learning and Design	WORKDAYS: 238
REPORTS TO: Director, Applied Learning and Design	PAY GRADE: CS1 (5,6, or 7)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Provides leadership in the organization, development, implementation, and evaluation of the K-12 band and orchestra programs	

REQUIREMENTS:

1. Educational Level: Master’s degree required
2. Certification/License Required: Valid Georgia Leadership Certificate
3. Experience: 3 years of experience teaching in the music field; district or building leadership preferred
4. Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5. Knowledge, Skills, & Abilities: Written and oral communication; leadership skills and organization skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1. Demonstrates prompt and regular attendance.
2. Works with the Curriculum and Instruction staff to ensure a balanced and coordinated instructional program; manages curriculum development, online resources, and documentation of the instrumental music program; and guides the implementation of the curriculum.
3. Projects instrumental music budgetary needs; monitors the use of allocated funds; develops and evaluates bid specifications and bid awards; and coordinates purchases of new instruments, furniture and equipment.
4. Designs, coordinates, and presents professional learning opportunities and in-service programs for instrumental music directors.
5. Provides support and assistance to local administrators and teachers regarding resolution of issues related to curriculum, instruction, and program management.
6. Participates in evening and weekend music activities that directly support, and are related to the implementation of the instrumental music curricula.
7. Assists with the implementation of all SACS, Georgia Standards and State and Federal regulations related to instrumental music programs.
8. Works with teachers and other instructional personnel in the effective assessment of student learning and the interpretation of data.
9. Assists in the recruitment and review of band and orchestra applicants and provides support for local administrators regarding candidate selection.
10. Works with project managers and construction department regarding new and remodeled band and orchestra classrooms.
11. Coordinates special programs for instrumental music, Governor’s Honors Program, district band and orchestra evaluations; provides district representation in metro and statewide events; and collaborates with community organizations and post-secondary institutions.
12. Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____