

JOB DESCRIPTION

TEACHING SYSTEMWIDE DEPARTMENT CHAIR– MUSIC

REPORTS TO:

Senior Director of Curriculum

QUALIFICATIONS:

1. Master's degree required.
2. Minimum of five (5) years of experience in music at the K-12 level.
3. Massachusetts Teacher License in Music K-12.
4. Demonstrated ability in directive and supportive leadership.
5. Demonstrated ability in management and interpersonal relations; ability to work as a member of a management team.
6. Ability to maintain and expand the learning environment for students in the visual arts classroom.
7. Understanding of administration, curriculum instruction, supervision, evaluation and organization consistent with the Quincy Public Schools Design for Learning.
8. Interest in and knowledge of learning theory.
9. Sensitivity to the needs of diverse learners, such as English Learners and students with disabilities.
10. Such alternatives to the above qualifications the Superintendent of Schools may find appropriate.

RESPONSIBILITIES:

1. Provide leadership through instructional support to all K-12 music teachers.
2. Act as resource for all music curriculum and instruction with regard to individual and team goal setting, curriculum mapping and standards-based pedagogy; maintain relevant and up-to-date curriculum and instructional procedures.

3. Along with Elementary and Middle School PD Facilitators, plan and conduct professional development and departmental meetings for all music teachers at the elementary, middle and high school levels.
4. Supervise the preview, selection and use of learning materials and equipment; assist with supply orders, text and learning, and school inventories of musical instruments, music, and instructional materials.
5. Assist principals in the evaluation process of all music personnel, K-12 general and instrumental.
6. Assist in screening, hiring and assigning of all music department personnel, including marching band technical staff.
7. Serve as an advisor to principals in scheduling music classes in order to provide students with sufficient time to achieve mastery.
8. Supervise all district-wide musical performances, including marching band performances; provide leadership in the planning and execution of individual school concerts, recitals, and other music performances.
9. Conduct needs assessment as appropriate; develop yearly plans for music department improvement.
10. Confer with students and parents/guardians as necessary.
11. Coordinate with the assignment, supervision and evaluation of practicum and pre-practicum teachers of general and instrumental music.
12. Maintain classroom teaching responsibilities as a music teacher equivalent to a half day.
13. Any other duties as assigned by the Superintendent, Deputy Superintendent, or the Principal.

TERMS OF EMPLOYMENT: The salary, benefits, and work-year for this position are according to the Collective Bargaining Agreement for Unit A of the Quincy Education Association.