

NUTLEY PUBLIC SCHOOLS

SCHEDULE D

Job Title: ACTING COORDINATOR OF MUSIC EDUCATION

Qualifications: A Master's Degree from an accredited college or university. A major in music and/or music education and a standard New Jersey certificate. Successful completion of five years experience as a music teacher.

Reports to: Superintendent and/or Assistant Superintendent of Schools

Duties and Responsibilities:

The Acting Coordinator of Music Education shall be responsible for the organization, coordination, supervision, evaluation, and interpretation of the instructional program of music in each school. This Acting Coordinator shall head the music program in each school and shall function as its leader according to each school's procedures and policies and shall be responsible to and cooperate with the principal in matters concerning that school. The Acting Coordinator may teach a reduced teaching schedule in addition to the duties listed below:

1. Develops the program of studies and activities in music consistent with the needs of the students and State recommendations and works with the Superintendent/Assistant Superintendent of Schools or designate in the development of the music curriculum.
2. Visits music classes in order to maintain a knowledge of class procedures and problems.
3. Advises and assists the principal in the development of the schedule of music classes and activities.
4. Meets individually and collectively with the music faculty regularly concerning the instructional program and other departmental matters.
5. Submits an annual report to the Superintendent/Assistant Superintendent of Schools at the close of each school year. Such report shall include an assessment of the past year's activities.
6. Surveys staff assignments and requirements and subsequently makes recommendations to the Superintendent/Assistant Superintendent when needed.
7. Develops and submits budget requests to the Superintendent/Assistant Superintendent for all music equipment needs. When applicable to an individual school only, said budget shall be submitted to the principal of that particular school and through said principal to the Superintendent/Assistant Superintendent.
8. Works cooperatively with administrators, staff, students, and community groups.

9. Works cooperatively with the principals and music staff in the selection of textbooks, equipment, and teaching materials, and makes recommendations for the purchase of the same to the Superintendent.
10. Works cooperatively with the principals and music staff in preparing a calendar of concerts, performances, and related activities.
11. Is responsible for the inventory of all musical instruments including pianos and organs and shall supervise the repair and maintenance of the same.
12. Meets with music teachers for the purpose of reviewing problems that may affect them and helps to resolve the same whenever possible.
13. Prepares and submits publicity for musical activities and programs.
14. Acts as a resource director when suggestions, information on music or musical materials are requested by a classroom teacher or teacher of music.
15. Presents information on the music education program to parent-teacher associations, and community service and social organizations when requested.
16. Advises students planning to major in music and music education on the college level concerning the choice of a school and a course of study.
17. Is responsible for any other duties assigned by the Superintendent of Schools or his designate.

September 27, 1982