

JOB DESCRIPTION
ADMINISTRATIVE REGULATION GCA-RM

1:0 DIRECTOR OF MUSIC

2:0 LINE AND STAFF RELATIONSHIP

2:1 The Director of Music reports to and is evaluated by the elementary, middle and high school principals and has a reporting line of authority within the Office of the Superintendent of Schools in order to facilitate the district's formal plan to ensure high level learning, and to continually promote and increase student membership in co-curricular activities.

2:2 The Director of Music serves as the link between the Teacher of Performance and Marching Band, the Teacher of Choral and Dramatic Arts, and the Teacher of Strings and Orchestra, and the building principal(s) to deliver the curriculum plan set forth by the Office of the Superintendent of Schools.

2:3 The Director of Music supervises the bandmaster, drama club, elementary band, jazz band, music club and district music festivals.

3:0 FUNCTIONS AND DUTIES-THE DIRECTOR OF MUSIC SERVES AS THE TEACHER LEADER OF THE PERFORMING ARTS IN ORDER TO FACILITATE THE DISTRICT'S TEACHING AND LEARNING SYSTEM FOR ALL STUDENTS AND TO CONTINUALLY PROMOTE AND INCREASE STUDENT MEMBERSHIP IN CO-CURRICULAR ACTIVITIES.

3:1 EVALUATION OF TEACHERS

3:1.1 Works with building principals in the supervision of all assigned staff on a regular and routine basis in accordance with prescribed supervisory procedures and requirements including but not limited to brief informal visits and observations; review of lesson plans, methods, rankbooks and assessment materials, and review of grade distributions, survey results, and student and parent feedback.

3:1.2 Completes one formal observation of professional middle and high school department staff and two formal observations of provisional middle and high school staff in Year 1 of the Teacher Evaluation Process and the Summative Evaluation of high school staff so evaluated.

3:1.3 Provides support, direction, and assistance to assigned staff relative to job performance, student/staff relations, problem-resolution, and professional growth.

3:1.4 Observes and evaluates all assigned staff, including those outside assigned disciplines when and if assigned, in accordance with the Fairhaven Teacher Evaluation Instrument.

3:2 CURRICULUM AND INSTRUCTION

- 3:2.1 Facilitates the development and implementation of the curriculum document (curriculum guide) that contains the core curriculum benchmarks, resources, instructional strategies and activities, timelines, articulation maps, and common assessments that are in alignment with the state frameworks.
- 3:2.2 Develops programs of study, evaluates textbooks, chairs textbook selection committees, and recommends textbooks and supplementary materials for adoption in conjunction with the Teaching and Learning Team.
- 3:2.3 Assists in the coordination and articulation between the high school, middle school, and elementary schools of the teaching and learning system to ensure that the district's curricula in all tested areas were aligned horizontally and vertically.
- 3:2.4 Serves on curriculum study groups, prepares study outlines, and develops curriculum, and assessments.
- 3:2.5 Remains knowledgeable of MA Frameworks, current and grounded in the best practices in teaching and learning, and membership in discipline-related professional organizations.
- 3:2.6 Provides active leadership and support for effective instructional strategies, techniques, and methods grounded in research and focused on improved achievement for all students.
- 3:2.7 Plans and implements appropriate staff development activities and programs in accordance with staff and student needs, and school/district needs and objectives.
- 3:2.8 Implements an ongoing program of curricular evaluation and renewal based upon student achievement data and in conjunction with district/school objectives.
- 3:2.9 In consultation with team colleagues, applies for grants to initiate and/or improve programs within assigned disciplines or to advance school and district goals when requested.

3:3 BUDGET

- 3:3.1 Prepares, submits, and monitors an annual budget for assigned disciplines in accordance with established budget development procedures set forth by the building principal(s).
- 3:3.2 Communicates to the building principal(s) the textbooks and instructional materials that are needed in order to achieve the benchmarks, and coordinates the timely acquisition of said instructional materials to ensure high-level learning.

3:4 SCHEDULING

- 3:4.1 Assist the principal and vice-principal with scheduling tasks including but not limited to: revision of the program of studies, orientations for students and parents, building schedule, and resolving conflicts.

3:5 COMMUNICATIONS

- 3:5.1 Conducts regularly scheduled meetings of assigned staff by grade, function, and/or discipline(s), and meets with others as required, or as needed with members of the Teaching and Learning Team.
- 3:5.2 Reports on content area meetings and general activities of the Academic Content Area.
- 3:5.3 Uses technology effectively as both a tool and resource in the fulfillment of assigned duties and responsibilities.
- 3:5.4 Attends meetings, conferences, workshops, and seminars as required or directed.
- 3:5.5 Maintains complete and accurate records (agenda, minutes, supervisory, etc.) as requested or required; and submits reports as called for.

3:6 STAFFING

- 3:6.1 Assists in the screening and interviewing of applicants and candidates, when required by the Principal and/or Superintendent.
- 3:6.2 Assists with the orientation, scheduling, and supervision of substitute teachers.
- 3:6.3 Provides assistance in the placement, orientation, and mentoring of new staff.
- 3:6.4 Assumes teaching assignments as determined by the Administration and within the scope of the collective bargaining agreement.

3:7 PUBLIC RELATIONS

- 3:7.1 Plans and organizes events which inform the public relative to content area functions and related student activities with the principal(s).
- 3:7.2 Coordinates schedules and logistics for all content area activities and associated co-curricular activities.
- 3:7.3 Writes, edits, or reviews all materials to be published in handbooks, courses of study, or otherwise available to the general public, guidance, supervisory, or administrative staffs.
- 3:7.4 Conducts regular content area meetings and other meetings as needed for staff.

- 3:8 The Director of Music performs other professional duties as directed, to advance the goals of assigned areas and schools.

4:0 THE DIRECTOR OF MUSIC FACILITATES THE DEVELOPMENT AND IMPLEMENTATION OF A SHARED MISSION STATEMENT AND A SCHOOL IMPROVEMENT PLAN THAT IS IN ALIGNMENT WITH THE CORE VALUES OF THE DISTRICT.

4:1 PARTNERSHIP WITH FAMILIES AND THE COMMUNITY

4:1.1 The Director of Music understands him/her self as an integral member of the teaching and learning team that effectively communicates to staff, parents, students, and community members a systemic approach that models teamwork encourages collegiality, and supports collaboration.

4:1.2 The Director of Music communicates and interacts with parents and the community in a way that promotes a high level of open and honest communication.

4:1.3 The Director of Music expresses him/herself clearly and confidently orally and in writing; capable of responding effectively in a public forum.

4:2 ENSURE HIGH LEVEL LEARNING FOR ALL CHILDREN

4:2.1 The Director of Music recognizes that student learning must be the focus of all school programs and activities.

4:2.2 The Director of Music believes that all youngsters have the natural ability to succeed at high levels of learning and it is the behaviors and actions of the adults in the school to nurture, develop, and encourage each and every student.

4:3 SAFE ENVIRONMENT

4:3.1 The Director of Music builds caring and considerate relationships that demonstrate regard and respect for all people.

4:4 BECOME INDEPENDENT, PRODUCTIVE, AND SUCCESSFUL

4:4.1 The Director of Music adheres to professional codes of ethics: maintains trust and confidentiality; models legally and orally responsible actions at all times; treats individuals with fairness, dignity, and respect; and models the core values of the school and district.

4:4.2 The Director of Music develops, administers, and coordinates co-curricular activities in order to promote and increase student membership in said activities.

5:0 QUALIFICATIONS

- 5:1 Shall have demonstrated competence as a classroom teacher for five or more years and shall possess Professional Teacher status.
- 5:2 Shall have certification in at least one field within the Department and its associated program areas and shall have received or substantially completed a Master's Degree, or have National Board for Professional Standards Certification.
- 5:3 Shall have demonstrated leadership, organizational and communication skills, and ability to work effectively with others.
- 5:4 Such alternatives to the above qualifications that may be deemed as equivalent and acceptable to the Superintendent of Schools.

6:0 CONDITIONS AND TERMS OF EMPLOYMENT

- 6:1 In addition to the terms and conditions of employment for classroom teacher, Academic Coordinators may be compensated by means of additional salary remunerations, or by reduced teaching load, or being exempt from traditional student supervisory duties such as cafeteria duty, restroom duty, after school detention, study hall, etc.
- 6:2 It is understood that salaries, as negotiated, are for the performance of additional and separate responsibilities and time commitments.
- 6:3 The Director of Music is evaluated by the school principal(s) at least once per year. This position is appointed in accordance with Section 11:3.1 of the Agreement between the Fairhaven Educators' Association Unit A and the Fairhaven School Committee.

Adopted: January 3, 2001
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