



**Job Title: Music Coordinator**

**Department:** Teaching and Learning  
**Reports To:** Fine Arts Coordinator  
**Grade:** EG-02  
**Number of Days:** 12 Months  
**Security Access:** Wilson  
**Current Date:** September 5, 2014  
**Overtime Status:** Exempt

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**Position Summary:** 1. Job Objectives include: Leading major music department projects with special focus on curriculum development and integration with Core Curricular Subjects. 2. Coordinate professional development, curriculum and instruction of Pre-K through 12 music certified staff in all five music departments to improve the quality of music programs system-wide. 3. Represent the district state-wide and in the local community on a variety of partnerships to improve opportunities for students.

**Minimum Qualifications:**

- Masters and ten years of successful teaching experience as an instrumental music teacher.
- Oklahoma teaching certification.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Manage after school student Honor Performances Pre-K-12 in all five music disciplines.
- Manage the multiple music budgets which include musical instrument repair, student OSSAA and OMEA competitions, piano accompanists.
- Manage the distribution of bond purchases.
- Update Curriculum Materials to include cross disciplinary connections and current web and social network platforms.
- Plan and manage professional development for music teachers that focuses on the urban community.
- Manage budgets for on-going grants and community partnerships.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Proven track record as a highly qualified instrumental music teacher.

- Excellent interpersonal and communication skills.
- Ability to work with principals and ILD staff.
- Ability to analyze data and project action steps for music program improvement.
- Capable of navigating the urban classroom environment.
- Strong IT skills.
- Strong problem solving and creativity skills.
- Required to work at a very fast pace with little direction and be able to develop specific goals and plans to prioritize, organize and accomplish key tasks.
- Ability to seek out and manage grants and community partnerships.

**Supervisory Responsibility:**

- District-wide Music Events involving teachers, students, parents and community partners.
- District-wide meetings in all 5 music departments.
- State mandated Music Assessment.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Subject to stress caused by a changing environment, diversity in organization, tight deadlines and heavy workload.
- Frequent evening and weekend events.
- Heavy use of email.

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