



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: REVISED (0628)  
Pay Grade: E07

FLSA: Exempt  
PTS

**SUPERVISOR, PK-12 PERFORMING ARTS PK-12 PERFORMING ARTS SPECIALIST**

**REPORTS TO:**

Executive Director, Elementary School Education

**SUPERVISES:**

Instructional Staff  
Support Staff

**QUALIFICATIONS:**

Master's degree from an accredited college or university with Florida certification in Music or equivalent certification as defined by the Florida Department of Education. Florida certification in Supervision K-12, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years of related professional experience in Music Education to include three (3) years of successful experience in teaching Performing Arts. Demonstrated organizational and communication skills. Recommendation for the position from immediate supervisor. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

**PREFERRED:**

Doctoral degree from an accredited college or university in Music Education or equivalent certification as defined by the Florida Department of Education. Experience in educational administration/supervision, district-level curriculum development/writing, planning; and presenting training for teachers; or other training in literacy in the content area. Experience in Music Education in vocal and instrumental at both the elementary and secondary levels.

**MAJOR FUNCTION**

The primary responsibilities of this position are to provide leadership to the elementary and secondary performing arts programs and to improve the performing arts curriculum by coordinating its many facets, i.e., personnel, facilities, materials and resources.

This is an administrative position requiring leadership responsibility for planning, organizing, coordinating, and evaluating all phases of the Music Education Program, Pre K-12. Responsibilities include the selection of elementary music teachers, recommendation of assignments and in-school schedules, preparation of countywide music budgets, and evaluation of music teachers when requested.

**ESSENTIAL RESPONSIBILITIES**

- Oversees the Pinellas County Referendum programming and budget in the Performing Arts.
- Supervises and schedules elementary music teachers.
- Coordinates the secondary music-performing arts program.
- Interviews and recommends music performing arts personnel to elementary and secondary school principals.
- Conducts visitations to schools and classroom observations to monitor instructional programs and to provide consultative services, curriculum review; and program development on a countywide basis..
- Develops prescriptions for the improvement of teacher instruction.
- Develops and implements grants in the performing arts.
- Arranges and conducts workshops, including professional development for all music performing arts teachers.
- Prepares bid specifications and recommendations for the purchase of music performing arts supplies, musical instruments and equipment, and writes educational specifications for new and renovated music performing arts facilities. Purchase all instruments through capital outlay budget.
- Develops budgets for the office and countywide music performing arts programs. Allocates funds to schools.

| <b>ESSENTIAL RESPONSIBILITIES (CONTINUED)</b>  |
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| <ul style="list-style-type: none"> <li>• Maintains records on all county-owned pianos; arranges for tuning and repairs as budgeted.</li> <li>• Evaluates all used instruments, pianos, and uniforms for disposal.</li> <li>• <u>Supervise performing arts curriculum development. Develop and support curricula aligned to national, state and district performing arts standards and also aligned to non-arts curricular areas to support achievement across the curriculum. Supervises the writing of music curricula and/or guides for elementary, middle and high school music programs.</u></li> <li>• Evaluates textbooks and acquaints teachers and principals with new adoptions.</li> <li>• Assists in placing <u>music performing arts</u> interns.</li> <li>• Prepares and presents the county <u>music performing arts</u> program to the School Board and public; assists in organizing, preparing and presenting the All-County Music Festival.</li> <li>• Represents Pinellas County at national, state; and county <u>music performing arts</u> conferences.</li> <li>• <u>Serves as district liaison with Florida School Music Association (FSMA), Florida Bandmasters Association, Florida Vocal Association, Florida Orchestra Association, Florida Elementary Educators Association, Florida Thespians and Florida Dance Education Organization.</u></li> <li>• <u>Facilitates all Music Performance Assessments associated with FSMA events.</u></li> <li>• Works with community groups and educational organizations in arranging for programs and entertainment.</li> <li>• Makes all arrangements, schedules; and supervises the Youth Concerts played by the Florida Orchestra.</li> <li>• Auditions, approves; and schedules outside professional groups into individual schools for demonstrations and concerts for the "Music in the Schools" Program.</li> <li>• Serves as a member of various fine arts steering committees, boards and councils.</li> <li>• Performs other related duties as required.</li> </ul> |
| <b>TERMS OF EMPLOYMENT</b>   |
| <p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>   |
| <b>HISTORY OF JOB CLASSIFICATION</b>   |
| <p>ISSUED: 3/82; TITLE CHANGED: 7/1/83; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; TITLE CHANGE BOARD APPROVED: 9/13/89; REVISED: 7/91 PBL; BOARD APPROVED: 8/14/91; TITLE REVISED: 5/92 BMP; BOARD APPROVED: 5/13/92; MQ'S REVISED: 5/92 PBL; BOARD APPROVED: 5/27/92; REVISED: (MF &amp; D &amp; R) 4/97 PBL; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; TITLE CHANGE &amp; D&amp;R REVISED: 9/05 AK; BOARD APPROVED: 9/27/05; REVISED JOB TITLE, MQ, MF, ER 10/09/20, LM; BOARD APPROVED:</p>  |

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| <b>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</b>  | Seldom<br>Or<br>Never | Monthly | Weekly | Daily | Hourly |
|---|-----------------------|---------|--------|-------|--------|
| 1. Lift objects weighing up to 20 pounds  |                       | X       |        |       |        |
| 2. Lift objects weighing 21 to 50 pounds  | X                     |         |        |       |        |
| 3. Lift objects weighing 51 to 100 pounds   | X                     |         |        |       |        |
| 4. Lift objects weighing more than 100 pounds   | X                     |         |        |       |        |
| 5. Carry objects weighing up to 20 pounds   |                       | X       |        |       |        |
| 6. Carry objects weighing 21 to 50 pounds   | X                     |         |        |       |        |
| 7. Carry objects weighing 51 to 100 pounds  | X                     |         |        |       |        |
| 8. Carry objects weighing 100 pounds or more  | X                     |         |        |       |        |
| 9. Standing up to one hour at a time  |                       | X       |        |       |        |
| 10. Standing up to two hours at a time  | X                     |         |        |       |        |
| 11. Standing for more than two hours at a time  | X                     |         |        |       |        |
| 12. Stooping and bending  |                       | X       |        |       |        |
| 13. Ability to reach and grasp objects  |                       |         |        | X     |        |
| 14. Manual dexterity or fine motor skills   |                       |         |        |       | X      |
| 15. Color vision, the ability to identify and distinguish colors  |                       |         |        | X     |        |
| 16. Ability to communicate orally   |                       |         |        |       | X      |
| 17. Ability to hear   |                       |         |        |       | X      |
| 18. Pushing or pulling carts or other such objects  | X                     |         |        |       |        |
| 19. Proofreading and checking documents for accuracy  |                       |         |        |       | X      |
| 20. Using a keyboard to enter and transform words or data   |                       |         |        |       | X      |
| 21. Using a video display terminal  |                       |         |        |       | X      |
| 22. Working in a normal office environment with few physical discomforts  |                       |         |        |       | X      |
| 23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions              | X                     |         |        |       |        |
| 24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions                     | X                     |         |        |       |        |
| 25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls | X                     |         |        |       |        |
| 26. Operating automobile, vehicle, or van   | X                     |         |        |       |        |
| 27. Other physical, mental or visual ability required by the job  | X                     |         |        |       |        |

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