

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 0628
Pay Grade: C07

FLSA: Exempt

SUPERVISOR, PK-12 PERFORMING ARTS

MAJOR FUNCTION:

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.

DUTIES AND RESPONSIBILITIES:

- Supervises and schedules elementary music teachers.
- Coordinates the secondary music program.
- Interviews and recommends music personnel to elementary and secondary school principals.
- Conducts visitations to schools to monitor instructional programs. Develops prescriptions for the improvement of teacher instruction.
- Arranges and conducts workshops, including professional development for all music teachers.
- Prepares bid specifications and recommendations for the purchase of music supplies, musical instruments and equipment, and writes educational specifications for new and renovated music facilities.
- Develops budgets for the office and countywide music programs. Allocates funds to schools.
- Maintains records on all county-owned pianos; arranges for tuning and repairs as budgeted.
- Evaluates all used instruments, pianos, and uniforms for disposal.
- Supervises the writing of music curricula and/or guides for elementary, middle and high school music programs.
- Evaluates textbooks and acquaints teachers and principals with new adoptions.
- Assists in placing music interns.
- Prepares and presents the county music program to the School Board and public; assists in organizing, preparing and presenting the All County Music Festival.
- Represents Pinellas County at national, state, and county music conferences.
- Works with community groups and educational organizations in arranging for programs and entertainment.
- Makes all arrangements, schedules, and supervises the Youth Concerts played by the Florida Orchestra.
- Auditions, approves, and schedules outside professional groups into individual schools for demonstrations and concerts for the "Music in the Schools" Program.
- Serves as a member of various fine arts steering committees, boards and councils.
- Performs other related duties as required.

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MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university with certification in Music. Florida certification in Supervision K-12, Educational Leadership, or an equivalent certification as defined by the Florida Department of Education. Five (5) years professional experience in Music Education. 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:

Experience in Music Education in vocal and instrumental at both the elementary and secondary levels.

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 & D & R) 4/97 PBL; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; TITLE CHANGE & D&R REVISED: 9/05 AK; BOARD APPROVED: 9/27/05.

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.

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<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or 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				

Supervisor, PK-12 Performing Arts – ADM