



OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Curriculum Specialist – Music	Last Revised/Approved: 2014
Job Code: 1600	Reports To: Sr. Director, C&I
Office: Office of Academics	Department: Arts

Compensation Information	
Pay Grade:	Pay Range:
FLSA Status: Exempt	Term of Employment: FT

Position Summary/Purpose:

Provides instructional leadership, coordination and supervision to MPS K-12 Music programs. Assumes responsibility for curriculum activities in the K-12 music development program as well as complies with program regulations, policies and procedures.

Core Competencies:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

Essential Functions:

An essential function is a duty or responsibility that is fundamental to the job — a critical, or basic component of that job. An essential function cannot or should not be assigned elsewhere.

Note: An Essential Function must meet the following criteria:

- ✓ *Does the job exist to do this function?*
- ✓ *Would taking this function from the job fundamentally change the job?*
- ✓ *Would there be significant consequences if this function were not performed?*
- ✓ *Can other employees do this function if necessary?*
- ✓ *How much time per week is spent doing this function?*
- ✓ *Do people in similar positions elsewhere do this function?*

- Assumes responsibility for the coordination of K-12 music education, including curriculum development and professional development activities for content area supervisors and teachers in K-12.
- Assumes responsibility for the curriculum activities in K-12 program development and other tasks needed for curriculum development, instructional improvement, and continuity of instruction.
- Communicates on a regular basis with curriculum/instruction supervisors in respect to the various curriculum responsibilities of supervisory members as dictated by identified needs of the Department of Curriculum and Instruction.
- Meets with school principals on a regular basis to identify needs, set goals, and evaluate progress in matters pertaining to curriculum development and instructional improvement.
- Provides leadership in the implementation of system-wide policies and what practices related to curriculum development and the improvement of instruction.
- Provides leadership in identifying and disseminating appropriate educational research for curriculum/instruction supervisors.

- Participates in local, state, national, and international meetings that emphasize curriculum development and instructional improvement.
- Participates and provides leadership in special projects that relate to curriculum development and instructional improvement as designated by the Superintendent and his staff.
- Submits a progress report to the Sr. Director at the end of each semester which states the level of achievement accomplished in meeting the goals of the Department of Elementary and Secondary Education.
- Assists central office staff members in the personnel and budget process as it relates to curriculum and instruction.
- Directs the implementation of in-service programs related to specific content areas in curriculum and instruction.
- Helps to coordinate, support, improve, and promote music education programs, including specific music-related extracurricular activities (e.g., Saturday music lessons, drum line competition).
- Provides leadership through meetings and personal contacts in directing high school department chairpersons, learning coordinators, and content subject area teachers in curriculum development and instruction improvement.
- Provides leadership in developing positive working relationships in matters pertaining to curriculum development and instructional improvement with institutions of higher learning, community agencies, State Departments of Public Instruction, Vocational and Technical Institutes, business and industrial community, and local, state and national subject area organizations.
- Serves as a liaison for the district with external arts and cultural and community organizations to develop new partnerships, leverage external resources (e.g., grants), and build the district performing arts/music profile in the region.
- Identifies appropriate grant development and research and evaluation opportunities to support the district mission, school improvement goals, and achievement to state and national music standards.
- Manages program budget, progress monitoring and evaluation, and related improvement efforts.
- Actively supports the MPS Strategic Plan.
- Performs other duties as assigned.

Job Requirements:

Education Requirements:

- Wisconsin state certification in music is required.
- Certification as a Supervisor/Coordinator/Director of Instruction (License 10) or ability to obtain within two years.

Experience Requirements:

- At least five-years of experience teaching music in a K-12 setting
- Previous supervisory experience is desired

Knowledge, Skills and Abilities:

- Outstanding oral and written communications skills, negotiation skills and presentation skills are essential.
- Understanding of the principals of language pedagogy and the demonstrated ability gained through teaching experience.
- Demonstrated leadership ability and experience.
- Experience in working successfully with low-income students and their families
- Evidence of effective networking and facilitation among diverse groups and agencies to bring groups together for a common goal.
- Adept with computer technology (e.g. Word, Excel programs, Web-based programs.)
- Excellent problem solving and crisis management skills.
- Excellent oral and written skills.
- Ability to manage grant proposals.

Working Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Typical office or school environment
- Position may be required to work additional hours, outside of the normal business day as a regular part of the job
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.