

**MIDDLE COUNTRY CENTRAL SCHOOL DISTRICT
JOB DESCRIPTION
DIRECTOR OF MUSIC, FINE ARTS AND COMMUNITY MEDIA RELATIONS**

Summary: Provides leadership and direction to the Music and Art departments. The Director of Music, Fine Arts and Community Media Relations reports directly to the Deputy Superintendent for Instruction. Works cooperatively with the Principals, other Directors, and Central Office Administration. This position includes the duties and responsibilities below and other functions as assigned by the Deputy Superintendent for Instruction.

Qualifications: A Master's Degree (minimum); appropriate NYS administrative certificate in Educational Administration

AND

A minimum of five years teaching experience.

Such alternatives to the above qualifications as the District may find applicable.

Essential Duties and Responsibilities:

1. Attends Board of Education meetings, as required.
2. Provides leadership in the development, implementation, and evaluation of the Art and Music programs.
3. Coordinates the K-12 Music and Fine Arts programs.
4. Supervises all instructional personnel.
5. Prepares and distributes appropriate records as required by State and Federal regulations.
6. Performs such other tasks and assumes such other responsibilities as the Deputy Superintendent for Instruction may assign.
7. Oversees development and supervises an effective and comprehensive curriculum for K-12 Music and Fine Arts.
8. Communicates with school and community stakeholders to create a more informed media and community.
9. Meets with the building Principals and other appropriate staff members for discussions of problems, curriculum, and items of a similar nature.
10. Conducts periodic reviews and evaluations of the Music and Fine Arts programs, making such changes and recommendations for change as is appropriate.

Job Description (Continued)

Director of Music, Fine Arts and Community Media Relations

11. Makes arrangements for district participation in festivals, NYSSMA Solo competition and other musical performances and art exhibits.
12. Follows district guidelines for the observation and evaluation of such staff members on an annual basis.
13. Assists in the recruiting, interviewing, screening, and recommending of qualified persons to fill openings in the Music and Fine Arts staff.
14. Works closely with parents and community groups and acts as a liaison for the district.
15. Responsible for developing a budget in accordance with established priorities, goals, and objectives, as well as coordinate all purchase orders for assigned programs.
16. Recommends, for purchase or update, any equipment in appropriate program areas.
17. Attend appropriate professional meetings.
18. Be aware and involved in all department fund-raising events and assumes responsibility for the proper handling of funds. Manage a petty cash fund.
18. Be responsible for the inventory of school property and for the security and accountability of that property.
19. Provide input to the Principal in the preparation of the budget and/or purchase requisitions/staffing/scheduling.
20. Keeps informed of progress and new developments in field of specialty. Assumes responsibility for own professional growth and development, for keeping current with literature and new research findings, and for attending appropriate professional meetings.

Reports to:	Deputy Superintendent for Instruction
Prepared by:	James Donovan
Approved by:	Dr. Roberta Gerold, Superintendent of Schools
Approved Date:	