

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 2205 (New FIRN Code 63031, Supervisor/Coordinator Music)  
Instructional

<b>COORDINATOR, OTHER – PERFORMING ARTS</b>
<p><b>REPORTS TO:</b> PreK-12 Performing Arts Specialist</p>
<p><b>SUPERVISES:</b> Not Applicable</p>
<p><b>QUALIFICATIONS:</b> Bachelor’s degree from an accredited college or university with certification in K-12 Music, Theatre, Dance or related field. Three (3) years of successful teaching or related professional experience.</p> <p><b>PREFERRED:</b> Master’s degree from an accredited college or university in related field. Experience in budget and resource allocation. Demonstrated leadership experience and five (5) years of successfully teaching music, theatre, or dance.</p>
<b>MAJOR FUNCTION</b>
<p>Providing curricular assistance to program schools, interacting with community partners to provide wraparound service to support student learning, and developing and maintaining promotional programs and materials.</p>
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Assists with overall program development and implementation</li> <li>• Advocates best practices for instruction in the classroom.</li> <li>• Serves as liaison with school-based personnel, district-level staff, and arts community partners.</li> <li>• Coordinates and assists with program evaluation.</li> <li>• Develops brochures and marketing materials.</li> <li>• Creates publicity videos in partnership with communications departments.</li> <li>• Implements marketing/recruitment programs for all sites.</li> <li>• Coordinates development and implementation of teacher training in support of program goals.</li> <li>• Provides district, school, and community direction consultation, support, and assistance based on identified needs.</li> <li>• Facilitates or participates in federal, state, or local activities, meetings, workgroups, and other collaborative efforts with the intended purpose of disseminating information, coordinating project services and activities, or sharing expertise.</li> <li>• Shares student, staff, and program successes.</li> <li>• Assists with selection, purchase, and distribution of appropriate equipment, supplies, and resources.</li> <li>• Assists in preparing schools for program reviews.</li> <li>• Performs other related duties as assigned.</li> </ul>

**COORDINATOR, OTHER – PERFORMING ARTS**

**TERMS OF EMPLOYMENT**

*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.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*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.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 10/31/14 CH; BOARD APPROVED: 12/09/14; REVISED: TITLE, 02/17/21 LM; BOARD APPROVED: 03/23/21

**COORDINATOR, OTHER – PERFORMING ARTS**

WORKING CONDITIONS & PHYSICAL EFFORT:	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				

Coordinator, Other – Performing Arts - Instructional