

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Vocal/Instrumental Music Performance Coach

DEFINITION: Under the direction of the Principal or designee, provides leadership, supervision, and organization to extra-curricular, after-school Music Performances during the year in accordance with District policies and regulations.

RESPONSIBILITIES:

- Develop the philosophy of the program so that it is consistent with new and traditional music performance expectations of each school, the Principal, the Board of Education, and the Community;
- Plan music performances only with prior approval of the site Principal or designee;
- Adhere to the instructional and performance schedule approved by the District;
- Organize the program in relationship to music performances, practice plans, and facility use;
- Coordinate all aspects of vocal/instrumental music for a particular performance including the training and instruction of student musicians to perform to the highest standards;
- Apply knowledge of skills and techniques to assist student musicians in reaching their fullest potential;
- Maintain appropriate practice and performance schedules and conform to all District policies and procedures for students;
- Reserve facilities and coordinate trip and transportation arrangements as necessary;
- Provide leadership, demonstrate sportsmanship and be a positive role model for student musicians to be enthusiastic and to demonstrate self-confidence;
- Be knowledgeable and competent in the care and prevention of student injuries, music performance teaching techniques, appropriate organization of music students, and adolescent psychology as it relates to music performance participation;
- Show respect for music students, officials, and others;
- Respect the integrity and judgment of officials;
- Establish the safety and welfare of the music students as the highest priority;
- Ensure that the integrity of the performance is maintained and that basic values and principles are not sacrificed;
- Ensure all music students participate in practice and in performances;
- Provide proper supervision of student musicians during practice, at performances, at contests and on trips;
- Use discretion when providing constructive criticism and reprimanding students;
- Maintain consistency in requiring all music student participants to adhere to the established rules;
- Properly instruct musicians in the safe use of equipment;
- Support and monitor participation eligibility with regards to grades, attendance, and conduct, so that it conforms to school and district standards;
- Establish a systematic method of distributing, collecting and inventorying music equipment and performance supplies;
- Under the direction of the Site Administrator: Plan and manage the budget of the program. Follow school budget policies and regulations.
- Ensure that fundraisers receive prior authorization by the Site Principal and/or Board as required;
- Develop and maintain a positive relationship with students, parents, the media, the community, the staff, and the administration;

Vocal/Instrumental Music Performance Coach (Continued)

- Ensure that volunteer assistants are properly identified and registered with the District Human Resources Department prior to working with students;
- Perform other duties as assigned by the Principal/designee.

QUALIFICATIONS:

- Knowledgeable and competent in: 1) injury prevention; 2) emergency procedures; 3) music coaching techniques; 4) skills, techniques, and rules of the performance being coached; 5) child psychology.
- Knowledge of the general needs and behavior of children;
- Ability to communicate in writing for the purposes of composing the required reports and other correspondence;
- First Aid and CPR Certification prior to employment and/or beginning of relevant performance event;
- Valid California Driver's License.

EDUCATION AND EXPERIENCE:

- High school graduation or its equivalent,
- Professional and/or College level music experience, training, and/or previous high school music performance experience is required;
- Valid CA Credential in the defined designated subject.

PHYSICAL REQUIREMENTS: of this position are, but not limited to, the following:

Ability to:

- Stand in one area for extended periods of time;
- Stand and walk for extended periods of time;
- Sit for extended periods of time;
- Ascend and descend steps;
- See for the purpose of reading student work, laws and codes, rules and policies, and other related matter, and observing students;
- Hear and understand speech at normal levels;
- Understand and carry out oral and written directions;
- Communicate so others will clearly understand normal conversation;
- Communicate using the telephone;
- Bend, twist, kneel and/or or stoop;
- Lift and carry 30 lbs.;
- Reach in all directions;
- Think clearly and rationally to solve problems.

WORKING CONDITIONS:

Indoor/outdoor working environment. Strenuous physical effort characterized by frequent running, standing, bending and lifting.

NOTE:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures.