

Caldwell – West Caldwell Public Schools

Job Description

Title: **Middle School Vice Principal/Supervisor of Music**

QUALIFICATIONS:

1. NJ Certification as Principal
2. Minimum 3 years of teaching experience

REPORTS TO: Principal and Superintendent of Schools

RESPONSIBILITIES:

1. Assist the Principal in the performance of his/her duties
2. Assist in the direction, counseling, aid, and supervision of the teachers, and see that the work in all rooms and departments is conducted in accordance with the laws of the state, the philosophy of the school district, and the policies of the Board of Education
3. Assist in supervising all personnel assigned to that building (teachers, secretaries, custodians, nurses, aides, cafeteria help)
4. Know and administer the general programs and policies of the school district as they apply to the school, and make available to the staff all general school regulations as they are enacted by the Board of Education or Superintendent of Schools
5. Take steps, through a continuous self-improvement program, to keep abreast of modern trends and practices on educational leadership and education in general
6. Assist the principal in making written evaluations of each member of the staff of the school each year, and make the same available to the Superintendent
7. Conduct music departmental meetings and attend relevant school, district, and professional meetings as necessary
8. Cooperatively plan and coordinate district choral, orchestral, and band festivals, music assemblies, exchange programs, and field trips
9. Consult with building principals on the implementation of the district music program
10. Coordinate the preparation of the departmental budget

11. Supervise the purchase, inventory, distribution, and maintenance of musical instruments and related equipment
12. Supervise the music curriculum development process
13. Provide leadership and consultation in the selection, assignment, and evaluation of music teachers
14. Communicate the district music program to parents and community members