



## K-12 DISTRICT MUSIC TOSA

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### Position Summary

The District TOSA is a ONE-YEAR temporary position. This educator works with teachers and administrators to coordinate K-12 Music programs, including coaching and planning, organizing and leading district-wide professional development.

### Supervisory Relationship

This position reports to an administrator in the Instruction Department.

### Essential Functions

1. Work with the curriculum administrator to support a unified, District-wide K-12 Music curriculum, ensuring that it is rigorous, culturally responsive, and reflects current research and theory in instruction.
2. Support principals and school staff in implementation of materials;
3. Assist teachers in managing district-shared equipment;
4. Oversee course alignment and learning targets across grade levels and within individual courses;
5. Assist with effective implementation of proficiency based teaching, learning and assessment practices;
6. Coordinate district-wide music funds in collaboration with the curriculum administrator;
7. Facilitate professional development for teachers and administrators in identified areas of instruction and assessment, with support from curriculum administrator;
8. Work with teachers and administrators to adapt curriculum and instruction to meet the needs of all students;
9. Work with curriculum administrator and others to review new curriculum, as needed;
10. Assist in coordinating district-wide and community events and competitions;
11. Assist Human Resources in hiring new music teachers, as needed.

### Required Knowledge, Skills and Abilities

1. Ability to communicate effectively, orally, and in writing;
2. Ability to analyze, develop, implement, and track intervention plans and strategies;
3. Strong knowledge of instruction and assessment, including the ability to analyze data from multiple sources;
4. Strong knowledge of K-12 music standards;
5. Strong instructional technology skills;
6. Ability to oversee the work of others;
7. Strong organizational skills.

### Minimum Qualifications

#### Education

- K-12 Music Endorsement,
- Master's degree from an accredited university,
- Oregon Teaching license.

Experience

- At least four years of experience working with students and teachers, preferably in general music, choir and band/orchestra, or a combination of experience at the elementary and secondary levels;
- Demonstrated successful experiences working with teachers and administrators supporting students;
- Experience with music programs currently being used in 4j schools;
- Experience leading professional development.

**Work Environment**

Duties are performed in an office environment, training environment, and in schools.

**Employee Statement**

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodations(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s).”

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Employee Name (Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

<b>ADDITIONAL INFORMATION</b>	
<b>Employee Unit</b>	Eugene Education Association
<b>Pay Grade</b>	Licensed Salary Schedule
<b>Developed by</b>	Susan Penrod, Curriculum Administrator Charis McGaughy, Assistant Superintendent for Instruction
<b>Approved by</b>	Cydney Vandercar, Director of Human Resources
<b>Last revised</b>	March 2017