

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Magnet School Music Coordinator

**Supervisor:** Building Administrator or  
Supervisor and Director of  
Curriculum

**FLSA Status:** Exempt

**Employee Group:** Differential

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#### Qualifications:

1. Valid Illinois teaching certificate, currently registered
2. Ability to develop effective professional relationships with colleagues and Administrators
3. Employed as Magnet School Music Teacher

#### Terms of Employment:

- Differential
- Year to Year Contract

#### Duties and Responsibilities:

1. Work with students during non-instructional time to provide enhanced musical opportunities.
2. Provide opportunities for all students to experience success outside of the regular music education program.
3. Coordinate annual auditions for consideration of acceptance into the Fine Arts Academy.
4. Coordinate with building administrator to plan ensemble performances.
5. Provide a minimum of two (2) vocal concerts during the school year.
6. Provide performances: minimum of two (2) additional performances for Fine Arts students per school year (i.e. Talent Show, Winter Musical, Spring Musical, High School Musical, Outside Performances).
7. Coordinate and supervise a minimum of three (3) performances in the community, outside of the school day, during the school year.
8. Serve as an advocate for elementary music.
9. Keep current with best practices and requirements as they relate to your job assignment.
10. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
11. Represent the Harlem Consolidated School District in a professional manner.
12. Utilize an appropriate range of instructional strategies and curriculum resources encompassing all forms of diversity while promoting equity and inclusion.